

SUNSHINE COAST REGIONAL DISTRICT

REGONAL DISTR

Annex F pp 33-35

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

THURSDAY, SEPTEMBER 12, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2.	Regular Board meeting minutes of July 25, 2019	Annex A Pages 1-12
3.	Special Board meeting minutes of August 8, 2019	Annex B pp 13-14
BUS	INESS ARISING FROM MINUTES AND UNFINISHED BUSINESS	
PRE	SENTATIONS AND DELEGATIONS	
REP	ORTS	
4.	Corporate and Administrative Services Committee recommendation Nos. 2-7, and 10-15 and of July 25, 2019 (recommendation Nos. 1, 8, 9, 16, 17 and 18 previously adopted)	Annex C pp 15-19
5.	Chief Administrative Officer – 2019-2023 Strategic Plan	Annex D pp 20-30
6.	Chief Building Official – Notice on Title	Annex E pp 31-32
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7. Chief Administrative Officers' report

COMMUNICATIONS

8. <u>Sandra A. Stoddart-Hansen, Chair, Board of Directors, BC Ferry Authority</u> regarding nominations for appointment to the BC Ferry Authority Board of Directors

MOTIONS

BYLAWS

9.	Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019 – first, second, third reading and adoption (Voting – Participants – Weighted Vote: B-2, D-2, E-2, F-2, Gibsons-3, Sechelt-6, SIGD-1)	Annex H pp 53-54
10	Sunshine Coast Regional District Zoning Amendment Bylaw No. 310 180	Annex I

 Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, Annex I 2019 – adoption pp 55-56 (Voting – Electoral Area Directors – 1 vote each)

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (g), (k) and (i) of the *Community Charter* – "personal information about an identifiable individual…", "labour relations or other employee relations", "litigation or potential litigation…", "negotiations and related discussions respecting the proposed provision of a municipal service…", "the receipt of advice that is subject to solicitor-client privilege…".

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to September 30, 2019)

Planning and Community Development Committee	September 12 at 9:30 am
Regular Board	September 12 at 1:30 pm
Roberts Creek (Area D) Advisory Commission	September 16 at 7:00 pm
Natural Resources Advisory Committee (NRAC)	September 18 at 3:30 pm
Infrastructure Services Committee	September 19 at 9:30 am
Corporate and Administrative Services Committee	September 19 at 9:30 am
Agricultural Advisory Committee (AAC)	September 24 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	September 24 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	September 24 at 7:00 pm
Egmont/Pender Harbour (Area A) Advisory Planning Commission	September 25 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	September at 25 at 7:00 pm

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

Public Information Meeting – Zoning Amendment Bylaw No. 310.187	September 10
(Morrissey)	
8 th Annual Backroad Trash Bash	September 21
Union of BC Municipalities (UBCM) Convention	September 23 to 27

Please note: Meeting dates are current as of print date (September 6, 2019).



SUNSHINE COAST REGIONAL DISTRICT

July 25, 2019

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

PRESENT:	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish T. Lamb
ALSO PRESENT:	Interim Chief Administrative Officer GM, Corporate Services / Chief Financial Officer GM, Planning and Community Development GM, Infrastructure Services Senior Manager, Human Resources Deputy Corporate Officer / Recorder Media Public	M. Brown T. Perreault I. Hall R. Rosenboom G. Parker (in part) S. Reid 2 7
CALL TO ORDER	1:30 p.m.	
AGENDA	It was moved and seconded	
202/19	THAT the agenda for the meeting be adopted as	amended to add:
	Water Supply UpdateDirectors' Reports	
MINUTES		
Minutes	It was moved and seconded	
203/19	THAT the Regular Board meeting minutes of July	11, 2019 be adopted.

<u>CARRIED</u>

Α

REPORTS

Planning It was moved and seconded

204/19 THAT Planning and Community Development Committee recommendation Nos. 1, 2, 4-8, 10-20 and 22 of July 11, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 The Dead Boat Disposal Society delegation

THAT staff provide a report to a Q3 or early Q4 Committee regarding a potential program delivery and funding model for working in partnership with the Dead Boat Disposal Society in 2020.

Recommendation No. 2 ALC Application 58605 (Morgan)

THAT the delegation materials supplied by David Morgan - "West Howe Sound Official Settlement Plan, Brian McBride, ALC Agrologist, February 6, 1986", soil pit test results and photographs be received.

Recommendation No. 4 Private Moorage in Secret Cove (Pope for Brynelsen)

THAT the report titled Provincial Referrals – Revised Recommendation for Private Moorage in Secret Cove (Pope for Brynelsen) be received;

AND THAT the following comments be forwarded to the Ministry of Forests, Lands Natural Resource Operations and Rural Development:

a. The SCRD has no objection to approval of the existing residential private moorage fronting Strata Lot 1 - Crown File 2411830 and the existing residential private moorage fronting the Common Property - Crown File 2411832, as these moorage facilities were established before the adoption of Zoning Bylaw No. 310, and are considered legal non-conforming;

b. The following additional conditions apply to permissions for Crown Files 2411830 and 2411832:

i. The proposed new residential private moorage fronting Strata Lot 2 - Crown File 2411831 be denied;

ii. SCRD will require a building permit and/or a development variance permit if any new structures are constructed for the moorage facilities;

iii. SCRD mapping does not indicate any eelgrass beds in the vicinity. Eelgrass beds in or near the tenure areas should be identified and protected;

iv. Water quality should not be impacted by maintenance or construction activities, materials or fuel storage;

204/19 cont. v. There is a history of strong community interest in maintaining public access for shellfish harvesting in this area, as well as for recreational boating and emergency refuge. Docks and associated tenure areas should be designed to ensure public access along the foreshore and adequate open water for navigation is maintained;

vi. The proponent should implement both the Province's and the shíshálh Nation's Best Management Practices for building moorage facilities and in particular the most stringent of any overlapping policy to protect the foreshore ecosystems.

<u>Recommendation No. 5</u> Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.187, 2019 (Morrissey – 2284 Pixton Rd)

THAT the report titled Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.187, 2019 (Morrissey – 2284 Pixton Rd) Consideration of First Reading – Electoral Area D be received;

AND THAT Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.187, 2019 be forwarded to the Board for consideration of First Reading;

AND THAT pursuant to Section 475 of the *Local Government Act* the bylaw be referred to the following agencies for consultation:

- Roberts Creek Advisory Planning Commission;
- Roberts Creek Official Community Plan Committee;
- Roberts Creek Volunteer Fire Department;
- Skwxwú7mesh Nation;
- Ministry of Transportation & Infrastructure; and
- Vancouver Coastal Health;

AND FURTHER THAT a Public Information Meeting be held with respect to Bylaw No. 310.187, 2019 prior to consideration of Second Reading.

Recommendation No. 6 Planning & Community Development Department 2019 Q2 Report

THAT the report titled Planning and Community Development Department – 2019 Q2 Report be received.

204/19 cont. <u>Recommendation No. 7</u> Sechelt Landfill Green House Gas Emissions Update

THAT a report be provided that identifies the calculation methodology for greenhouse gas emissions for the Sechelt landfill, impact of organics diversion and how landfill emissions factor into the SCRD community GHG target;

AND THAT the report include a copy of the July 2, 2015 Infrastructure Services Committee staff report titled "Sechelt Landfill Gas to Energy Innovation Project – Update" for information and discussion on possible next steps.

Recommendation No. 8 Active Transportation Infrastructure Memorandum of Understanding

THAT the report titled Active Transportation Infrastructure Memorandum of Understanding – Ministry of Transportation and Infrastructure be received;

AND THAT the Memorandum of Understanding be reviewed by staff to address SCRD Board concerns as follows:

- Reference to the Province's Active Transportation Strategy
- Unique status/needs for Highway 101
- Ministry of Transportation and Infrastructure's mandate to provide public road infrastructure to all road users
- The District of Sechelt to be included as one of the referenced member municipalities

AND THAT the Memorandum of Understanding be referred to the Municipal Insurance Association of BC for comment on SCRD liability (Section 11);

AND FURTHER THAT staff report to a future Committee with respect to feedback from other local governments on the Memorandum of Understanding process.

<u>Recommendation No. 10</u> Frontage Waiver FRW00004 (Carroll for Wakeford)

THAT the report titled Frontage Waiver FRW00004 (Carroll for Wakeford) – Electoral Area E be received;

AND THAT the requirement for 10 percent perimeter road frontage for the proposed creation of Lots 1 - 7 in the subdivision of Lots D and E, NW 1/4 District Lot 908, Plan VAP21534 be waived.

204/19 cont. <u>Recommendation No. 11</u> Frontage Waiver FRW00005 (Largo Road Community Development LTD

THAT the staff report titled Frontage Waiver FRW00005 (Largo Road Community Development LTD) – Electoral Area D be received;

AND THAT the requirement for 10 percent perimeter road frontage for the proposed creation of Lots 5 – 7 in the subdivision of Lot 6, Except Portions in Reference Plan 3805 and Plan 9563, 11675 and 12209 Block A District Lot 809 Plan 8503 be waived.

<u>Recommendation No. 12</u> Gibsons & District Fire Protection Commission Amended Terms of Reference

THAT the staff report titled Gibsons and District Fire Protection Commission Amended Terms of Reference be received;

AND THAT the Terms of Reference be approved subject to any feedback from the Town of Gibsons.

Recommendation No. 13 AAC Minutes of June 11, 2019

THAT the Agricultural Advisory Committee minutes of June 11, 2019 be received;

AND THAT Agricultural Advisory Committee Recommendation No. 2 of June 11, 2019 be adopted and acted upon as follows:

Recommendation No. 2 Notice of Motion – Cannabis Production in the ALR

THAT the Ministry of Agriculture and the Agricultural Land Commission consider a moratorium on all non-soil bound licensed dark site cannabis production in the ALR until such time as local governments can create or amend local bylaws and regulations.

Recommendation No. 14 Guidelines for Legal Cannabis Industry

THAT staff liaise with other Regional Districts regarding developing guidelines for a legal cannabis industry on the Sunshine Coast, including recommendations on managing concrete-based dark sites.

Recommendation No. 15 AAC Minutes of June 25, 2019

THAT the Agricultural Advisory Committee minutes of June 25, 2019 be received;

AND THAT Agricultural Advisory Committee Recommendation Nos. 2 and 3 of June 25, 2019 be referred to staff for comment as follows:

204/19 cont. <u>Recommendation No. 2</u> Agricultural Land Commission Legislation Changes to Bill 15

> THAT the Ministry of Agriculture and the Agricultural Land Commission recognize and include landowners, as defined persons under all ALC and ALR legislation;

AND THAT owners of ALR land be provided the ability to apply for an appeal process for rejected applications from the ALC.

Recommendation No. 3 Agricultural Land Commission Legislation Changes to Bill 52

THAT, in order to promote economic viability of farm operations, a maximum two dwellings should be permitted on a parcel, not to exceed the current 500 m^2 floor area limit.

Recommendation No. 16 NRAC Minutes of June 27, 2019

THAT the Natural Resource Advisory Committee minutes of June 27, 2019 be received;

AND THAT Natural Resource Advisory Committee Recommendation Nos. 2, 3 and 4 of June 27, 2019 be adopted and acted upon as follows:

> **Recommendation No. 2** BC Timber Sales (BCTS) Operations Plan 2019 – 2023

THAT the spatial data regarding Bio-Inventory and wetland survey data be shared with NRAC.

<u>Recommendation No. 3</u> BC Timber Sales (BCTS) Operations Plan 2019 – 2023

THAT BCTS be requested to consider and be sensitive to tourism peak seasons in their operations.

Recommendation No. 4 BC Timber Sales (BCTS) Operations Plan 2019 – 2023

THAT BCTS be requested to provide the SCRD more details on the type of logging proposed such as tree species, type of block design, and type of equipment to be used.

Recommendation No. 17 Area A APC Minutes of June 19, 2019

THAT the Egmont/ Pender Harbour Advisory Planning Commission minutes of June 19, 2019 be received.

204/19 **Recommendation No. 18** Area B APC Minutes of June 25, 2019

THAT the Halfmoon Bay Advisory Planning Commission minutes of June 25, 2019 be received.

Recommendation No. 19 Area E APC Minutes of June 26, 2019

THAT the Elphinstone Advisory Planning Commission minutes of June 26, 2019 be received;

AND THAT Elphinstone Advisory Planning Commission Recommendation No. 3 of June 26, 2019 be adopted and acted upon prior to the next Advisory Planning Commission appointment schedule, as follows:

<u>Recommendation No. 3</u> Advisory Planning Commission Meeting Attendance

THAT the Sunshine Coast Regional District put an attendance clause in the APC Bylaw No. 453.

AND THAT three consecutive un-excused absences be considered for the attendance clause.

Recommendation No. 20 Area F APC Minutes of June 25, 2019

THAT the West Howe Sound Advisory Planning Commission minutes of June 25, 2019 be received.

Recommendation No. 22 Community Amenity Contribution for Agriculture

THAT staff research options and seek advice from the Agricultural Advisory Committee regarding uses for the community amenity contribution, such as helping farmers with water, and report back to Committee.

CARRIED

Infrastructure It was moved and seconded

205/19 THAT Infrastructure Services Committee recommendation Nos. 1-7 of July 18, 2019 be received, adopted and acted upon as follows:

<u>Recommendation No. 1</u> Howe Sound Biosphere Region Initiative Society

THAT the SCRD support the endorsement of the Howe Sound Biosphere Region Initiative Society's initiative to nominate Howe Sound as a UNESCO Biosphere Region; 205/19 cont. AND THAT staff, the Board Chair and the Howe Sound Biosphere Region Initiative Society collaborate on a draft letter of support to the Canadian Commission for UNESCO to be presented at the Board meeting on July 25, 2019;

AND FURTHER THAT the SCRD Board Chair be a signatory for section 5 of the Howe Sound Biosphere Reserve Nomination document.

Recommendation No. 2 Water Metering Program

THAT staff bring forward a 2020 budget proposal to develop a water metering program.

Recommendation No. 3 Drought Management 2019 Debrief Process

THAT the report titled Drought Management 2019 Debrief Process be received;

AND THAT the Drought Management 2019 debrief public consultation process be organized for the fall of 2019.

<u>Recommendation No. 4</u> Waste Reduction Initiatives Program (WRIP) 2019 Recipients

THAT the report titled Waste Reduction Initiatives Program (WRIP) 2019 Recipients be received for information.

<u>Recommendation No. 5</u> Infrastructure Services Department – 2019 Q2 Report

THAT the report titled Infrastructure Services Department – 2019 Q2 Report be received.

<u>Recommendation No. 6</u> Sechelt and District Chamber of Commerce – water supply on the Sunshine Coast

THAT the correspondence from the Sechelt and District Chamber of Commerce regarding water supply on the Sunshine Coast be received;

AND THAT the SCRD invite the Sechelt and District Chamber of Commerce as a delegation to present at a future Committee meeting;

AND FURTHER THAT staff provide a report to a future Committee on available funding and funding opportunities related to water supply expansion projects.

<u>Recommendation No. 7</u> Transportation Choices Sunshine Coast – letter of support

THAT the correspondence from the Transportation Choices Sunshine Coast regarding a letter of support for improved road infrastructure be received; 205/19 cont. AND THAT the SCRD write a letter to Nicholas Simons (MLA, Powell River - Sunshine Coast) supporting the request by Transportation Choices – Sunshine Coast to Minister Trevena, dated June 13, 2019 for increased funding of active transportation infrastructure on the Sunshine Coast prioritizing areas where the shoulder of Highway 101 is less than a meter wide.

CARRIED

Corporate It was moved and seconded

206/19 THAT Corporate and Administrative Services Committee recommendation Nos. 1, 8, 9, 16, 17, 18 and of July 25, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 RFP 19 385 Vaucroft Dock Upgrade Repairs

THAT the report titled Request for Proposal (RFP) 19 385 Vaucroft Dock Upgrade Repairs be received;

AND THAT the Vaucroft Dock Upgrade Repair contract be awarded to Pacific Industrial Marine in an amount of up to \$627,030 (excluding GST);

AND THAT the total project budget be increased from \$450,000 to \$676,830, funded from Municipal Finance Authority Short-Term Borrowing (\$450,000) and capital reserves (\$226,830);

AND THAT the 2019-2023 Financial Plan be amended accordingly;

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

Recommendation No. 8 Interim Wood Waste Processing

THAT the report titled Interim Wood Waste Processing be received;

AND THAT a Request for Proposal for an interim wood waste processing service be issued;

AND THAT any deficit up to a maximum of \$50,000 resulting from an interim wood waste processing service in Solid Waste [351/352] be funded from the Eco-Fee reserve.

Recommendation No. 9 Regional Water Vehicle Replacements

THAT the report titled Regional Water Vehicle Replacements be received;

AND THAT staff be authorized to purchase three (3) vehicles with the existing \$170,000 in 2019 capital funding and negotiate the purchase of two of these vehicles with car dealerships;

206/19 cont. AND THAT for the Regional Water Vehicle Replacements a loan of up to \$170,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under Section 403 of *Local Government Act (Liabilities Under Agreement)* to fund the purchase of the replacement vehicles;

AND FURTHER THAT the pending request for a loan to fund the purchase of new replacement vehicles, approved through Resolution 038/19 No. 23, be abandoned.

<u>Recommendation No. 16</u> Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee

THAT the communication dated July 10, 2019 from Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee requesting a representative from the Sunshine Coast Regional District (SCRD) to serve on the steering committee be received;

AND THAT Director McMahon be appointed as representative and Director Tize be appointed as alternate representative to the Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee;

AND THAT stipend and expenses be paid for the Director's attendance at Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee meetings.

<u>Recommendation No. 17</u> North Thormanby Community Association – Letter of Support Request

THAT the communication dated July 17, 2019 from North Thormanby Community Association regarding a request for letter of support be received;

AND THAT a letter of support be provided for the North Thormanby Community Association grant application for fire suppression equipment.

Recommendation No. 18 Extraordinary Meetings Remuneration Review

THAT staff provide a report to the September 2019 Corporate and Administrative Services meeting that identifies all extraordinary meetings attended by Directors retroactive to January 1, 2019;

AND THAT the report include options for Director remuneration, as defined by Board Remuneration Bylaw No. 636.

CARRIED

Letter of Support	It was moved and seconded
207/19	THAT the report titled Letter of Support Endorsing the Nomination of Alt'ka7tsem/Howe Sound for a UNESCO Biosphere Reserve designation be received;
	AND THAT the proposed letter supporting the nomination of Alt'ka7tsem/Howe Sound for a UNESCO Biosphere Reserve designation be amended to insert "Canadian Commission for UNESCO" in the address line;
	AND THAT a copy of the letter be forwarded to Town of Gibsons and the District of Sechelt for information.
	CARRIED
Notice on Title	It was moved and seconded
208/19	THAT the report titled Placement of Notice on Title be received;
	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 <i>Community Charter</i> against the land title of Lot 1, Block 4, District Lot 906 and 909, Plan 1342, NWD, PID 014-836-297.
	CARRIED

The GM, Infrastructure Services, provided a Water Supply update.

BYLAWS	
Bylaw 310.187	It was moved and seconded
209/19	THAT Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.187, 2019 be read a first time.
	CARRIED
Bylaw 708.1	It was moved and seconded
210/19	THAT Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019 be adopted.
	CARRIED
Bylaw 337.116	It was moved and seconded
211/19	THAT Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019 be adopted.
	CARRIED

NEW BUSINESS

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:24 p.m.

IN CAMERA It was moved and seconded

212/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (k) and (i) of the *Community Charter* – "personal information about an identifiable individual…", "labour relations or other employee relations", "negotiations and related discussion respecting the proposed provision of a municipal service…", and "the receipt of advice that is subject to solicitor-client privilege…".

CARRIED

The Board moved out of In Camera at 2:57 p.m.

Officer Appointments It was moved and seconded

213/19 THAT Sherry Reid be appointed Corporate Officer effective July 28, 2019;

AND THAT Mark Brown be appointed Deputy Corporate Officer effective July 28, 2019.

CARRIED

- ADJOURNMENT It was moved and seconded
- 214/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:57 p.m.

Certified correct

Corporate Officer

Confirmed this _____ day of _____

Chair



SUNSHINE COAST REGIONAL DISTRICT

August 8, 2019

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish A. Toth (Alt)
ALSO PRESENT:	Interim Chief Administrative Officer Senior Manager, Human Resources Corporate Officer / Recorder Media Public	M. Brown G. Parker S. Reid 0 0
	9:30 a m	

CALL TO ORDER 9:30 a.m.

AGENDA It was moved and seconded

215/19 THAT the agenda for the meeting be adopted as presented.

CARRIED

The Board moved In Camera at 9:31 a.m.

IN CAMERA It was moved and seconded

216/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (g) and (i) of the *Community Charter* – "personal information about an identifiable individual...", "labour relations or other employee relations", "litigation or potential litigation...", and "the receipt of advice that is subject to solicitor-client privilege...".

CARRIED

The Board moved out of In Camera at 9:43 a.m.

B

ADJOURNMENT It was moved and seconded

217/19 THAT the Special Board meeting be adjourned.

CARRIED

The meeting adjourned at 9:43 a.m.

Certified correct

Corporate Officer

Confirmed this _____ day of _____

Chair

SUNSHINE COAST REGIONAL DISTRICT CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE

Thursday, July 25, 2019

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC

PRESENT	Chair	D. Siegers
	Directors	A. Tize D. Croal (Alt.) M. Hiltz T. Lamb L. Lee D. McMahon L. Pratt
ALSO PRESENT:	Interim Chief Administrative Officer G. M., Corporate Services / Chief Financial Officer G. M., Planning and Community Development G. M., Infrastructure Services Manager, Solid Waste Operations Manager, Purchasing and Risk Management Deputy Corporate Officer Administrative Assistant / Recording Secretary Media Public	M. Brown T. Perreault I. Hall (Part) R. Rosenboom (Part) A. Kumar (Part) V. Cropp (Part) S. Reid (Part) T Crosby 2 5
CALL TO ORDER	9:30 a.m.	
AGENDA	The agenda was adopted as amended, as f	ollows:
	 Move Agenda Item #8 to #2 Add under NEW BUSINESS: Director R 	Remuneration.
REPORTS		
Recommendation N	o. 1 RFP 19 385 Vaucroft Dock Upgrade Repair	S
The Corporate and Administrative Services Committee recommended that the report titled		

The Corporate and Administrative Services Committee recommended that the report titled Request for Proposal (RFP) 19 385 Vaucroft Dock Upgrade Repairs be received;

AND THAT the Vaucroft Dock Upgrade Repair contract be awarded to Pacific Industrial Marine in an amount of up to \$627,030 (excluding GST);

AND THAT the total project budget be increased from \$450,000 to \$676,830, funded from Municipal Finance Authority Short-Term Borrowing (\$450,000) and capital reserves (\$226,830);

AND THAT the 2019-2023 Financial Plan be amended accordingly;

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

AND FURTHER THAT this recommendation be forwarded to the July 25, 2019 Regular Board Meeting.

Recommendation No. 2 Corporate General Ledger Budget Variance – 2nd Quarter

The Corporate and Administrative Services Committee recommended that the report titled Corporate General Ledger Budget Variance Report for Period Ending June 30, 2019 be received for information.

Recommendation No. 3 Regional Solid Waste [350] Variance – 2nd Quarter

The Corporate and Administrative Services Committee recommended that the report titled Regional Solid Waste [350] Variance Reporting for Period Ending June 30, 2019 be received for information.

Recommendation No. 4 Recreation Facilities [615] Variance – 2nd Quarter

The Corporate and Administrative Services Committee recommended that the report titled Recreation Facilities [615] Variance Reporting for Period Ending June 30, 2019 be received for information.

Recommendation No. 5 Building Inspection [520] Variance – 2nd Quarter

The Corporate and Administrative Services Committee recommended that the report titled Building Inspection [520] Variance Reporting for Period Ending June 30, 2019 be received;

AND THAT individual quarterly variance reporting for Building Inspection [520] be discontinued with variance analysis for this service reported in the corporate variance report going forward.

Recommendation No. 6 Public Transit [310] Variance – 2nd Quarter

The Corporate and Administrative Services Committee recommended that the report titled Public Transit [310] Variance Reporting for Period Ending June 30, 2019 be received for information.

Recommendation No. 7 Ports [345] Repairs and Maintenance Budget

The Corporate and Administrative Services Committee recommended that the report titled Ports [345] Repairs and Maintenance Budget be received;

AND THAT the 2019-2023 Financial Plan be amended to increase the 2019 Ports [345] operating budget for repairs and maintenance by \$85,000 funded as required revenue in the 2019 budget and recovered from taxation in 2020.

Recommendation No. 8 Interim Wood Waste Processing

The Corporate and Administrative Services Committee recommended that the report titled Interim Wood Waste Processing be received;

AND THAT a Request for Proposal for an interim wood waste processing service be issued;

AND THAT any deficit up to a maximum of \$50,000 resulting from an interim wood waste processing service in Solid Waste [351/352] be funded from the Eco-Fee reserve;

AND FURTHER THAT this recommendation be forwarded to July 25, 2019 Regular Board meeting.

Recommendation No. 9 Regional Water Vehicle Replacements

The Corporate and Administrative Services Committee recommended that the report titled Regional Water Vehicle Replacements be received;

AND THAT staff be authorized to purchase three (3) vehicles with the existing \$170,000 in 2019 capital funding and negotiate the purchase of two of these vehicles with car dealerships;

AND THAT for the Regional Water Vehicle Replacements a loan of up to \$170,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under Section 403 of *Local Government Act (Liabilities Under Agreement)* to fund the purchase of the replacement vehicles;

AND THAT the pending request for a loan to fund the purchase of new replacement vehicles, approved through Resolution 038/19 No. 23, be abandoned;

AND FURTHER THAT this recommendation be forwarded to July 25, 2019 Regular Board meeting.

Recommendation No. 10 Long Term Debt

The Corporate and Administrative Services Committee recommended that report titled Long Term Debt as at June 30, 2019 be received for information.

Recommendation No. 11 Gas Tax Community Works Fund Update

The Corporate and Administrative Services Committee recommended that report titled Gas Tax Community Works Fund Update be received for information.

<u>Recommendation No. 12</u> Director Constituency and Travel Expenses

The Corporate and Administrative Services Committee recommended that report titled Director Constituency and Travel Expenses for Period Ending June 30, 2019 be received for information.

The Committee recessed at 10:43 a.m. and reconvened at 10:53 a.m.

Recommendation No. 13 Revised Draft Procurement Policy

The Corporate and Administrative Services Committee recommended that report titled Sunshine Coast Regional District (SCRD) Revised Draft Procurement Policy be received;

AND THAT the Procurement Policy be approved as presented;

AND THAT the SCRD may apply for membership to the Coastal Communities Social Procurement Initiative (CCSPI);

AND THAT the base budget for Purchasing and Risk Management [116] be amended by \$3,095 to cover the CCSPI membership fee;

AND THAT the 2019/2020 portion be recovered through support service recoveries;

AND FURTHER THAT the 2019-2023 Financial Plan be updated accordingly.

Recommendation No. 14 Contracts Between \$50,000 and \$100,000t

The Corporate and Administrative Services Committee recommended that the report titled Contracts Between \$50,000 and \$100,000 from April 1 to June 30, 2019 be received for information.

<u>Recommendation No. 15</u> Corporate and Administrative Services – Semi Annual Report for January to June 2019

The Corporate and Administrative Services Committee recommended that the report titled Corporate and Administrative Services – Semi Annual Report for January to June 2019 be received for information.

COMMUNICATIONS

Director Beamish joined the gallery at 11:40 a.m.

<u>Recommendation No. 16</u> Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee

The Corporate and Administrative Services Committee recommended that the communication dated July 10, 2019 from the Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee requesting a representative from the Sunshine Coast Regional District (SCRD) to serve on the steering committee be received;

AND THAT Director McMahon be appointed as representative and Director Tize be appointed as alternate representative to the Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee;

AND THAT stipend and expenses be paid for the Director's attendance at Vancouver Island and Coastal Communities Climate Leadership Plan Steering Committee meetings;

AND FURTHER THAT this recommendation be forwarded to the July 25, 2019 Regular Board meeting.

<u>Recommendation No. 17</u> North Thormanby Community Association – Letter of Support Request

The Corporate and Administrative Services Committee recommended that the communication dated July 17, 2019 from North Thormanby Community Association regarding a request for letter of support be received;

AND THAT a letter of support be provided for the North Thormanby Community Association grant application for fire suppression equipment;

AND FURTHER THAT this recommendation be forwarded to the July 25, 2019 Regular Board meeting.

NEW BUSINESS

The Committee discussed Director Remuneration.

Recommendation No. 18 Director Remuneration Review

The Corporate and Administrative Services Committee recommended that staff provide a report to the September 2019 Corporate and Administrative Services Meeting that identifies all extraordinary meetings attended by Directors retroactive to January 1, 2019;

AND THAT this report include options for Director remuneration, as defined by Board Remuneration Bylaw 636;

AND FURTHER THAT this recommendation be forwarded to the July 25, 2019 Regular Board meeting.

IN CAMERA

The Committee moved In-Camera at 11:49 a.m.

The Committee recessed at 11:49 a.m. and reconvened at 11:51 a.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) of the *Community Charter* – "litigation or potential litigation affecting the municipality" and "negotiations and related discussion respecting the proposed provision of a municipal service...";

AND THAT Alternate Director Croal, Town of Gibsons and Alternate Director Bekei, Electoral Area A be authorized to attend the In-Camera Corporate and Administrative Service Committee meeting of July 25, 2019.

The Committee moved out of In Camera at 12:25 p.m.

ADJOURNMENT 12:25 p.m.

Committee Chair



September 2, 2019

Sunshine Coast Regional District 1975 Field Road, Sechelt, B.C. VON 3A1 Attn: Mark Brown, Chief Administrative Officer

Dear Mr. Brown,

REFERENCE: 2019 – 2023 STRATEGIC PLAN

I am pleased to provide the final draft of the 2019-2023 Strategic Plan for the Sunshine Coast Regional District.

The process for developing this plan began in January and has included the completion of an organizational assessment with staff, followed by two facilitated workshops with the Board and ongoing technical input and support from the CAO and staff.

The plan is future-focused and articulates a vision for the region, describes the role the SCRD plays in serving its citizens and conveys the approach the Board will take in fulfilling its roles and responsibilities. Most importantly, the plan presents practical and achievable strategies to address the most important opportunities and challenges facing the regional district.

The five strategic focus areas of the plan include:

Engagement and Communications - to proactively engage with our residents, partners and staff in order to share information and obtain their input on issues and decisions that affect them.

Infrastructure Management - to ensure that the SCRD's built and natural assets serve our residents now, and in the future.

Regional Collaboration and Partnership - to lead, encourage and support our partners and stakeholders in working together to understand and address the opportunities and challenges facing our region.

Climate Change and Resilience – to move swiftly to reduce GHG emissions and enhance our region's resiliency to the effects of a changing climate.

Advocacy - to advance a collective voice to represent the interests of the region with the Provincial and Federal governments and other agencies responsible for providing governance and services in our region.

TEL 1.250.210.1383 / <u>BRIANCAR@TELUS.NET</u> 3722 CLIFCOE ROAD, LADYSMITH, B.C. V9G 2B4





It has been my pleasure to work with the Board of Directors and staff to facilitate the development of this plan and to provide a concise and visually appealing document that will serve as a road map for the SCRD's future decisions and efforts. I wish the Board of Directors and staff the best of luck as they implement this plan over the coming years.

Sincerely,

Brian Carruthers

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SUNSHINE COAST REGIONAL DISTRICT

STRATEGIC PLAN



SUNSHINE COAST REGIONAL DISTRICT **OVERVIEW**

The Sunshine Coast Regional District (SCRD) is made up of distinct small communities within the territories of the shíshálh and Skwxwú7mesh Nations, each with their own identity and values, with a shared love of this beautiful place, a wealth of cultural activities, and a respect for our history and natural environment.

Managing development and population growth in an era of climate change will challenge us. We must sharply reduce our GHG emissions while building resilience and finding collaborative solutions for pressing issues such as our water supply, garbage disposal and land use planning.

OUR ROLE

The SCRD provides a variety of services that support our quality of life, protect our natural environment and foster economic growth. As a regional district, the SCRD is proactive and plays a leadership role in developing solutions to the regional challenges we face and encouraging the best use of our collective talent and resources.

OUR APPROACH

As we fulfill our roles and responsibilities as a regional district, the SCRD will be:

- ENGAGED with our communities by actively listening and sharing information
- RESPECTFUL of the views and interests of our residents, our peers, our partners and our staff
- BOLD and DELIBERATE, acting with courage and purpose

PURPOSE OF THE STRATEGIC PLAN

The 2019-2023 Strategic Plan reflects the collective vision of the SCRD Board of Directors and provides strategies to guide the SCRD's decisions and allocation of resources. The plan also supports and encourages collaboration among our partners and community stakeholders in the pursuit of regional goals and aspirations. Strategies will be implemented through annual budgets and Service Plans and we will monitor and measure the implementation of this plan through regular updates to the Board and our Annual Report.

Egmont/Pender Harbour

> Halfmoon Bay

> > District of Sechelt



MESSAGE FROM THE CHAIR & BOARD



The Sunshine Coast Regional District (SCRD) is pleased to present our 2019-2023 Strategic Plan. We are honoured to live, work and play on the traditional territories of the shishálh and Skwxwú7mesh First Nations and we are grateful for their partnerships and generosity in sharing this beautiful place. The election in Autumn 2018 brought many new voices to local government on the Sunshine Coast. These new perspectives are threaded throughout our Strategic Plan, bringing forward the concerns and the priorities vocalized by our coastal community.

We have many large issues facing our coast as a whole and it is important that we tackle them with intention and purpose, while respecting the diverse views of our community. Climate Change and Resilience is quickly becoming a concern for all citizens and local governments must be part of the solution, which you will see highlighted within this plan. Responsible infrastructure management including natural asset management is an important responsibility of local governments. We will continue to effectively maintain, build and replace these investments for today and the Future. Advocacy to the Provincial and Federal Governments and other agencies for our beautiful Coast, our people and our future is crucial for our continued success. Unifying our voices through regional collaboration and partnerships between all governments and stakeholders will build a strong foundation for all citizens.

This Board is committed to being transparent and collaborative with our constituents and other local governments, including our First Nations partner of the shíshálh nation and building our relationship with the Skwxwú7mesh nation.

We cannot accomplish big goals without bringing everyone with us. Through consultation, conversation and community partnership, we will engage with our constituents and communities as we move forward, together.

The Sunshine Coast is a special place, a unique blend of communities, voices and experiences.

Through our shared commitment and with respectful dialogue and collaboration, this Board will build on its strong foundation with a strategic direction focused on creating a better community for all citizens.

SUNSHINE COAST REGINAL DISTRICT DIRECTORS

MUNICIPAL DIRECTORS

DISTRICT OF SECHELT

Darnelda Siegers (Vice Chair) Tom Lamb

TOWN OF GIBSONS

Bill Beamish

SECHELT INDIAN GOVERNMENT DISTRICT Alvina Paul

ELECTORAL AREA DIRECTORS

AREA A Egmont/Pender Harbour Leonard Lee

AREA B

Halfmoon Bay Lori Pratt (Chair)

AREA D

Roberts Creek Andreas Tize

AREA E

Elphinstone Donna McMahon

AREA F

West Howe Sound Mark Hiltz

STRATEGIC FOCUS AREAS

engagement and communications



2 INFRASTRUCTURE MANAGEMENT





3 REGIONAL COLLABORATION AND PARTNERSHIP



4 CLIMATE CHANGE AND RESILIENCE





To proactively engage with our residents, partners and staff in order to share information and obtain their input on issues and decisions that affect them.

WHY?

in the decisions of their local government and foster a more inclusive and rewarding work environment for our staff and volunteers.

STRATEGIES	TACTICS	TARGETS
1.1 DEVELOP PUBLIC	Develop public engagement policy and review and update public participation toolkit	2019-20
OUTREACH STRATEGY	Provide training and ensure adequate resources for the planning and delivery of public engagement activities	2020
	Develop displays, materials and other media to increase awareness about SCRD programs and services at SCRD facilities and events	2020
1.2 ENSURE EFFECTIVE INTERNAL	Enhance the distribution of internal communication to include elected officials, volunteers and staff without e-mails	2019
ENGAGEMENT	Review and update employee recognition programs	2020
	Develop employee and volunteer engagement program	2020
1.3 ENHANCE ON-LINE TOOLS	Redesign and replace corporate website	2019-20
TO IMPROVE FUNCTIONALITY AND USER EXPERIENCE	Provide online access to services such as building permit applications and inspection scheduling, development applications, bill payment and development applications	2019-20
	Develop apps for services such as 'call for service' and waste/recycling collection	2020

A commitment to public and staff engagement will enhance our residents' trust and confidence





GOAL

To ensure that the SCRD's built and natural assets serve our residents now, and in the future.

WHY?

The SCRD manages \$131 million in infrastructure that delivers a range of services to residents. We must effectively maintain, replace and develop new infrastructure to meet current and future demands.

STRATEGIES	TACTICS	TARGETS
2.1 PLAN FOR AND	Complete and adopt Water Sourcing Policy	2020
ENSURE YEAR- ROUND WATER AVAILABILITY NOW AND IN	Investigate and/or develop water supply plans/sources for North and South Pender, Langdale, Soames, Granthams, Eastbourne, Cove Cay, Egmont and Chapman Creek water systems	2021-22
THE FUTURE	Review and update Drought Management Plan to ensure alignment with water supply capacity	2019 & annuall
	Expand water conservation programs and increase engagement with residents and stakeholders on water conservation	2020
	Hold water summit to engage community stakeholders on long term water management strategy	2020
	Complete development and implementation of a water metering program	2021-2022
	Develop strategic watershed protection action plan	2022
2.2 CONTINUE TO DEVELOP AND IMPLEMENT	Develop and implement asset management plan components including asset inventory, condition assessments, levels of service, risk assessments, capital and operational maintenance plans and funding strategies	2019-2022
COMPREHENSIVE ASSET MANAGE- MENT STRATEGY	Integrate asset management policies into growth management strategies/official community plans	2020-2021
	Incorporate natural asset management into Corporate Asset Management Strategy	2020-2021
2.3 ACHIEVE SUSTAINABLE SOLID WASTE	Update and implement Regional Organics Diversion Strategy, including curbside collection services, outreach and education program and organics ban from landfill	2020
MANAGEMENT	Undertake Solid Waste Management Demand Analysis and develop options for long-term solid waste management approach for garbage, recycling, organics	2020
	Undertake effectiveness review of current Solid Waste Management Plan and update plan with future waste disposal strategies	2021-22
	Re-establish Solid Waste Plan Monitoring Advisory Committee	2019







GOAL

To lead, encourage and support our partners and stakeholders in working together to understand and address the opportunities and challenges facing our region.

WHY?

Sunshine Coast residents are served by multiple local governments, First Nation governments, Islands Trust, School District 46, Vancouver Coastal Health and a variety of other agencies and organizations. We need to share information and work together.

STRATEGIES	TACTICS	TARGETS
3.1 ENHANCE FIRST NATIONS RELATIONS AND RECONCILIATION	Meet at the governance and administration levels to discuss opportunities for collaboration and process improvement	2019-2022
	Enhance corporate and community knowledge and awareness of First Nations history and culture	2019-2022
	Develop or update protocol agreements with First Nations governments	2020
3.2 DEVELOP GROWTH MANAGEMENT PLAN	Pursue regional planning framework for local governments and First Nations to address regional growth with consideration to economic, social, and environmental values and impacts	2020
3.3 INCREASE INTERGOVERNMENTAL COLLABORATION	Develop program to increase public awareness of the different levels of government in the region and the services they provide	2020
	Identify and implement opportunities for joint initiatives, collaboration and information sharing between local governments	2019-22





GOAL

In the face of a global climate emergency we must move swiftly to reduce GHG emissions and enhance our region's resiliency to the effects of a changing climate.

WHY?

We are already seeing the impacts of climate change, including increasingly severe seasonal drought, sea level rise, wildfires and extreme weather events. We must put plans and measures in place to inform and prepare our citizens and protect and adapt our infrastructure.

STRATEGIES	TACTICS	TARGETS
4.1 DEVELOP CLIMATE CHANGE ADAPTATION STRATEGY	Review climate change projections and complete climate change impact mapping	2020
	Undertake risk/vulnerability assessments for communities and infrastructure	2021
	Develop and implement adaptation strategies and measures for priority risk areas	2021-22
4.2 UPDATE COMMUNITY ENERGY AND EMISSIONS PLAN	Update community emissions inventory	2020
	Set community emission reduction targets	2021
	Develop community partnership model for emission reduction projects	2022
4.3 ACHIEVE CARBON	Update corporate emissions inventory	2020
NEUTRALITY (CORPORATE)	Undertake steps to achieve Climate Action Revenue Incentive Program (CARIP) Level 4 (carbon neutrality)	2021
	Develop corporate fleet management strategy	2020





GOAL

To advance a collective voice to represent the interests of the region with the Provincial and Federal governments and other agencies responsible for providing governance and services in our region.

WHY?

We need to influence government policies and practices that impact our residents and our communities.

Current topics to be addressed include:

TOPIC

- **5.1 TRANSPORTATION** improvements to highway infrastructure, development of cycling/pedestrian infrastructure, ferry service
- 5.2 REGIONAL PLANNING WITH PROVINCE AND FIRST NATIONS opportunities to participate in collaborative planning
- 5.3 WATER GOVERNANCE opportunities for local governance of water resources under *Water Sustainability Act*
- **5.4 HEALTH CARE** service improvements across health care spectrum
- 5.5 CLIMATE EMERGENCY Solid Waste Regulations
- 5.6 CHILD CARE funding to support child care facilities and services
- 5.7 MARINE PROTECTION derelict vessels, habitat restorati
- **5.8 HOUSING** funding and partnership for affordable housing initiatives

	AUDIENCE
	Ministry of Transportation and Infrastructure BC Ferries
	Ministry of Forests, Lands and Natural Resource Operations and Rural Development, Ministry of Indigenous Relations and Reconciliation
ce	Ministry of Forests, Lands and Natural Resource Operations and Rural Development
	Ministry of Health, Vancouver Coastal Health
	Ministry of Environment and Climate Change Strategy
	Ministry of Children and Family
ion	Fisheries and Ocean Canada, Coast Guard
	Ministry of Municipal Affairs and Housing

ADMINISTRATION OFFICE

1975 Field Road Sechelt, BC VON 3A1 PH 604-885-6800 TOLL-FREE 1-800-687-5753 FAX 604-885-7909 EMAIL info@scrd.ca WEBSITE scrd.ca











SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

F

TO: SCRD Board – September 12, 2019

AUTHOR: Allen Whittleton, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

THAT the report titled Placement of Notice on Title be received;

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 83, District Lot 5387, Plan 16493, NWD Group 1, PID 007-495-692.

BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists a property where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit or an inspection under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the building division.

Letters have been sent advising the registered owners that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all of the registered owners of the property listed in this report. The owners have been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that at this meeting they will be afforded the opportunity to speak to the issues being registered.

DISCUSSION

The following property is non-compliant due to one or more of the following:

- permits applied for / or issued but not all required inspections have been approved.
- construction has taken place without a valid permit.

16559 Timberline Road, Lot 83, DL5387, Plan 16493, NWD Group 1 PID 007-495-692 Electoral Area A

A building permit was issued August 7, 2015 for the construction of a Single Family Dwelling. The building permit has expired without final inspection approval. The SCRD Building division is not aware of any life safety issues at this time and recommend notice be placed on title.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a Building Official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the building division that is summarized above show that these properties are in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted property.

Reviewed by:					
Manager	X – A. Whittleton.	Finance			
GM	X – I. Hall	Legislative	X – S.Reid		
I/CAO	X – M. Brown	Other			

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – September 12, 2019

AUTHOR: Mark Brown, Interim Chief Administrative Officer

SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT

RECOMMENDATION

THAT the September 12, 2019 Chief Administrative Officer's Report be received for information.

BACKGROUND

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

F

DISCUSSION

Administration:

Staff continue to work cooperatively and collaboratively to address work priorities and respond to community questions and concerns.

A Rural Directors workshop was held on June 6 and a variety of issues related to bylaw enforcement were discussed.

An aerial tour of Chapman and Edwards Lakes, reservoir sites and the Sechelt Landfill was provided for Directors on June 17.

BC Assessment provided two workshops on June 19; one for Elected Officials in the morning and one for staff in the afternoon. Michael Spatharakis, Manager, Local Government Customers and Clayton Olson, Acting Deputy Assessor provided an interactive session on topics related to Assessment and Valuation. Staff from the Town of Gibsons, District of Sechelt, and shishálh Nation were also invited to participate.

A tour of Gibsons Recycling Depot, Gibsons Green Waste Facility and Salish Soils for Directors occurred on June 24.

Staff participated in a conference call with Association of Vancouver Island Coastal Communities (AVICC) CAOs to follow up on the active transportation infrastructure project.

From January to July the Directors participated in facilitated workshops along with staff that provided technical support to develop the Board's 2019 – 2023 Strategic Plan, culminating in the important guiding document presented for adoption at the September 12 Board meeting.
Staff provided onsite arrangements and logistics related to the very successful Grantham's Hall Federal funding announcement ceremony held on August 15.

On August 16 staff assisted with the meeting between Directors and Cowichan Valley MLA Sonia Furstenau by providing technical information that included a presentation on watershed management.

A meeting was held on August 28 to discuss Marine Debris and Abandoned Vessels with Nanaimo MLA Sheila Malcolmson and Powell River-Sunshine Coast MLA Nicholas Simons as well as Chris Jenkins, Director Special Projects from the Ministry of Environment and other Ministry staff along with Directors, Councillors and staff from the Sunshine Coast. Appreciation has been expressed to staff who made the local arrangements, as well as those involved with the preparation of the briefing notes for this meeting.

The SCRD has been recruiting for replacement staff for several key positions from May to September, including the Manager, Financial Services; Manager, Planning & Development and Manager, Transit and Fleet Services.

The duties of the Corporate Officer position, previously performed by Angie Legault, have been fulfilled by promoting Sherry Reid from her Deputy Corporate Officer position. The SCRD is currently recruiting for an individual for the now vacant Deputy Corporate Officer.

The new position of Manager, Protective Services has been assigned to Matt Treit, who started with the organization commencing August 6. Mr. Treit and I have attended the various practices of our fire departments, including Gibsons and District Volunteer Fire Department, Roberts Creek Volunteer Fire Department and Halfmoon Bay Volunteer Department and we will be attending an upcoming Egmont and District Volunteer Fire Department practice.

The Board will be working with the consultant over the coming weeks to complete the recruitment process for a new CAO for the SCRD.

SCRD Staff Development:

- A Leadership Forum related to a Code of Conduct and Respectful Workplace Policy was held.
- A Lunch and Learn for staff was held on May 28 to provide an update on water supply, the Drought Management Plan, community engagement events and the 2019 summer forecast for water supply.
- 2019 Long-Service Awards were held on May 29 to celebrate staff for the service they have provided the community. Awards were presented to staff for service ranging from 5 to 30 years.
- The Interim CAO attended the Local Government Management Association conference and Annual General Meeting. The event featured keynote presentations and concurrent education sessions around thematic pillars of: Creating Sustainable Communities, Innovation in Local Government, Future-Ready Workforce and Trends in Local Government.

Engagement:

- A series of Water Dialogues were held June 3-5 (two in Sechelt and one in Gibsons). Approximately 340 citizens attended the sessions over the three days to learn about the water supply, as well as ask questions and provide input on water. A video recording of the Chair's message and the General Manager of Infrastructure Services' presentation are available on the SCRD's YouTube channel.
- The SCRD participated in the Home and Garden Show on June 8 at the Gibsons and Area Community Centre. The SCRD booth provided information on water and solid waste and had 181 visitors.

Regional Collaboration:

During the previous two months, the Interim CAO has had several in-person meetings with key individuals who are integral partners that contribute to the success of the Sunshine Coast Regional District. These meetings included, but not limited to, the following: all Directors of the SCRD Board, the Senior Leadership team and staff of the SCRD, the CAOs of the qathet Regional District, District of Sechelt, Town of Gibsons, Sechelt Indian Government District, as well as the Manager of the *shíshálh* Nation, the RCMP Staff Sergeant, and both the Superintendent and Secretary Treasurer of School District 46. I am very pleased to report that all of the people I have met with have been very welcoming and sincere in their desire for openness in communication, improving cooperation and increasing collaboration, with respect to the services that the various organizations collectively provide to the citizens of the Sunshine Coast.

STRATEGIC PLAN AND RELATED POLICIES

The Board's 2019 – 2023 Strategic Plan is a document that outlines strategies for the Directors, CAO, staff and community partners to implement policies, as well as providing administrative guidance, to address the desires and needs of the SCRD.

CONCLUSION

The CAO report summarizes key initiatives and activities which align to the priorities of the Strategic Plan and Board's direction.

B.C. Ferry Authority

OFFICE OF THE CHAIR

July 17, 2019

Ms. Lori Pratt, Chair Sunshine Coast Regional District 1975 Field Road Sechelt, BC VON 3A1

Mr. Tony Rainbow, Chair Squamish Lillooet Regional District P.O. Box 219 1350 Aster Street Pemberton, BC VON 2L0 Mr. Sav Dhaliwal, Chair Metro Vancouver Regional District 4330 Kingsway Burnaby, BC V5H 4G8

NOMINATIONS FOR APPOINTMENT TO THE B.C. FERRY AUTHORITY BOARD OF DIRECTORS

On behalf of the B.C. Ferry Authority (the "Authority"), I am writing to request the participation of your Regional Districts in the process to nominate qualified individuals to be considered for appointment to the board of directors of the Authority.

The Authority holds the sole voting share of British Columbia Ferry Services Inc. ("BC Ferries") and its shareholder responsibilities are prescribed by the *Coastal Ferry Act* (the "Act") as follows:

- overseeing the strategic direction of BC Ferries in support of the public interest, including the public's interest in safe, reliable and affordable coastal ferry services in British Columbia;
- appointing the directors of BC Ferries' board of directors;
- approving compensation plans for the directors and executives of BC Ferries; and
- approving the audited financial statements of the Authority.

BC Ferries is a subsidiary of the Authority and is governed by a separate board of directors.

Under the Act, four specific coastal geographic regions have been identified as Appointment Areas from which qualified candidates are nominated. The Regional Districts of Metro Vancouver, Squamish-Lillooet and Sunshine Coast, have been designated as the "Southern Mainland Appointment Area" for this purpose.

One individual will be selected from the nominees from the Southern Mainland Appointment Area to serve on the nine-person Authority board.

In accordance with the requirements of the Act, the three Regional District boards in your appointment area are asked to develop and jointly submit by <u>November 15, 2019</u>, a list of 3 to 5 nominees to fill the Southern Mainland position on the board of directors of the Authority commencing April 1, 2020. The term of the appointment is three years to March 31, 2023.

500, 1321 Blanshard Street Victoria, BC V8W 0B7

.../2

Tel (250) 978-1502 Fax (250) 978-1953

SCRD RECEIVED JUL 18 2019 CHIEF ADMINISTRATIVE OFFICER Southern Mainland Appointment Area July 17, 2019 Page 2

In order to be considered for appointment to the board of the Authority, a nomlnee must be a "qualified Authority candidate" as defined in the Act. This definition, together with other background information on the Authority, and the appointment process, is attached.

A skills and experience profile will be used by the Authority to guide the appointment process and is attached for your reference. We have also attached a copy of the nomination form that may be completed electronically or by hand.

In developing your list of nominees, it would be particularly helpful to us if you could give the skills and experience profile careful consideration.

We would be pleased to have the opportunity to meet with you in person or by telephone to discuss the skills and experience which would be of greatest value to the board at this time, as well as any other matters which you may wish to discuss concerning the nomination process.

As has been done in the past, the Authority would be pleased to provide assistance to you in your recruitment process. Should you wish, the Authority will cover the cost of three newspaper advertisements and will post on its website nomination forms for on-line completion and submission directly to your Regional District. We can discuss these arrangements further with you.

If you have any questions or would like to discuss this matter, please contact Jason W. Barabash, Corporate Counsel at 250-978-1280 or <u>Jason.Barabash@bcferries.com</u>.

Thank you for your assistance with our appointment process.

Sincerely,

Midra Modelant - Hender

Sandra A. Stoddart-Hansen Chair, Board of Directors B.C. Ferry Authority

Copy: Ms. Carol Mason, Chief Administrative Officer, Metro Vancouver Regional District Ms. Lynda Flynn, Chief Administrative Officer, Squamish-Lillooett Regional District Mr. Mark Brown, Chief Administrative Officer, Sunshine Coast Regional District

Attachments:

Backgrounder Nomination Form Skills and Experience Profile

B.C. Ferry Authority Director Nominations Backgrounder
2019

Request

B.C. Ferry Authority ("BCFA" or the "Authority") is seeking nominations of qualified candidates to fill two positions on the Authority's board of directors effective April 1, 2020.

The Authority is the shareholder of British Columbia Ferry Services Inc. (commonly known as BC Ferries). For clarity, successful nominees will serve as directors of the Authority and not as directors of BC Ferries.

Introduction

Under the *Coastal Ferry Act (British Columbia)*, the Regional Districts of Sunshine Coast, Squamish-Lillooet and Metro Vancouver have been designated as the "Southern Mainland Appointment Area" and the Regional Districts of Capital and Cowichan Valley have been designated as the "Southern Vancouver Island Appointment Area" for purposes of nominating qualified individuals suitable for appointment to the board of directors of BCFA.

In accordance with the *Coastal Ferry Act (British Columbia)*, the Authority is requesting that the Southern Vancouver Island Appointment Area and the Southern Mainland Appointment Area each submit three to five qualified nominees to fill two vacancies on the BCFA board of directors effective April 1, 2020. The two appointments will each be for a three-year term ending March 31, 2023.

This document provides background information on the Authority, the qualifications that nominees must have, the skills and experience of candidates being sought by the board, the support the Authority will provide the Appointment Areas in their identification of candidates for nomination and the Authority's process for selecting nominees for appointment.

Overview

BCFA is a corporation without share capital created under the *Coastal Ferry Act* (*British Columbia*). It is the sole voting shareholder of British Columbia Ferry Services Inc. ("BC Ferries"), an independent company incorporated under the *Business Corporations Act* (*British Columbia*). The provincial government holds all of the preferred shares of BC Ferries, but has no voting interest in BC Ferries or BCFA.

BC Ferries provides ferry services on the west coast of British Columbia under contract to the provincial government. BC Ferries provides frequent, year-round transportation service with 35 vessels operating on 25 routes out of 47 terminals spread out over 1,600 kilometres of coastline. In the year ended March 31, 2019, BC Ferries provided nearly 176,000 sailings and carried approximately 9 million vehicles and 22 million passengers.

BCFA's responsibilities are that of shareholder of BC Ferries and are set out in the *Coastal Ferry Act* (*British Columbia*). BCFA is responsible for overseeing the strategic direction of BC Ferries in support of the public interest, including the public's interest in safe, reliable and affordable coastal ferry

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DIRECTOR RECRUITMENT BRIEF 2019 | B.C. FERRY AUTHORITY

services in British Columbia. In addition, BCFA is responsible for electing the directors of BC Ferries' board of directors and for establishing compensation plans for the directors and executives of BC Ferries.

For more information, please visit BCFA's website at <u>www.bcferrvauthority.com</u> and BC Ferries' website at <u>www.bcferries.com</u>.

Governance Structure

Board Structure

The board of BCFA is composed of nine directors. Its size and composition is prescribed by the *Coastal Ferry Act (British Columbia)* as follows:

- Four members are appointed by the board from the nominees of the 14 coastal regional districts, grouped by provincial regulation into four Appointment Areas as follows:
 - One member: Southern Mainland Area
 - Sunshine Coast Regional District
 - Squamish-Lillooett Regional District
 - Metro Vancouver Regional District
 - One member: Southern Vancouver Island Area
 - Cowichan Valley Regional District
 - Capital Regional District;
 - One member: Northern Coastal and North Island Area
 - Skeena Queen Charlotte Regional District
 - Regional District of Kitimat-Stikine
 - Central Coast Regional District
 - Regional District of Mount Waddington
 - One member: Central Vancouver Island and Northern Georgia Strait Area
 - o Alberni-Clayoquot Regional District
 - o Comox Valley Regional District
 - Strathcona Regional District
 - quathet (Powell River) Regional District
 - Regional District of Nanaimo
- One member is appointed by the board from nominees of the BC Ferry and Marine Workers' Union; and

4()

Four members are appointed by the provincial government through Order in Council.

DIRECTOR NOMINATIONS 2019 | B.C. FERRY AUTHORITY

Officers

There are two Officers of the Authority:

- Chair of the board a position elected by the members of the board; and
- Corporate Secretary a position appointed by the board.

There are no employees of the Authority.

Appointment Terms

The *Coastal Ferry Act (British Columbia)* requires that the terms of directors expire on March 31st each year. Appointments are for terms of three years beginning April 1st. Directors may serve up to two consecutive terms.

Board Membership

The current membership of the BCFA board is as follows:

Director	Appointment	Term Ending March 31 st
Sandra A. Stoddart-Hansen, Chair*	Southern Mainland	2020
Susan G. Mehinagic	Southern Vancouver Island	2020
G. Wynne Powell	Province of British Columbia	2020
Shelley L. Chrest	Central Vancouver Island & Northern Georgia Stralt	2021
Michael W. Pucci*	Northern Coastal & North Island	2021
Shirley J. Mathieson*	Organized Labour	2022
Shona A. Moore	Province of British Columbia	2022
Marvin H. Shaffer	Province of British Columbia	2022
Lecia Stewart	Province of British Columbia	2022

* Is serving a second consecutive term and is ineligible for reappointment for a subsequent term

Biographies of the current board members are available on the BCFA website.

Vacant Positions

There will be three vacancies on the BCFA board effective April 1, 2020.

In accordance with the *Coastal Ferry Act (British Columbia)*, the board is seeking nominations of qualified candidates from the Southern Mainland Appointment Area and the Southern Vancouver Island Appointment Area to fill two positions. The provincial government is to appoint a qualified candidate to fill the third position.

All three appointments are for three-year terms ending March 31, 2023.

Nominee Criteria

Basic Qualifications

The appointment of BCFA directors is undertaken with the objective of ensuring the board is composed of a majority of strong, qualified, independent directors. The board supports the concept that the board Chair should be an Independent director.

Under guidelines adopted by the board, a director is independent if he or she has no direct or Indirect material relationship with the Authority. For this purpose, a "material relationship" is a relationship that could, in the view of the board, be reasonably expected to interfere with the exercise of a director's judgment. Directors are required annually to attest to their independence.

All of the nine directors owe a fiduciary duty to the Authority, and are not appointed in order to be delegates of a region, stakeholder, union or constituent group.

Statutory Qualifications

A person nominated for appointment to the Authority board must be a "qualified Authority candidate" as defined in the *Coastal Ferry Act*. Specifically, this means an individual who:

- does not hold elected public office of any type;
- is not an employee, steward, officer, director, elected official or member of any union representing employees of BC Ferries;
- is not an employee of a municipality, regional district, trust council or greater board within the Appointment Area; and
- is not an employee, director, officer or executive of BC Ferries.

As well, those appointed to the Authority board must comply with the provisions related to director qualifications and conflicts addressed in sections 8 and 9 of the *Goastal Ferry Act*. This includes the requirement that directors meet the qualification requirements of section 124 of the *Business Corporations Act*.

Skills and Experience

The board has identified the following skills and experience that the board, as a whole, should possess in order to meet its mandate effectively. A nominee for appointment to the board should possess skills and experience in more than one of the following five categories:

- 1. **Leadership** experience at a senior level managing the operations of a large or complex commercial or non-profit entity.
- 2. Business experience in operating a business in British Columbia.
- Board Experience previous experience as a member of a board of directors of a commercial or non-profit entity.
- 4. Accounting and Finance accounting or financial expertise.
- 5. Legal a law degree or experience in managing legal issues of a complex commercial nature.

Core Competencies

As well, a nominee should possess the following core competencies and abilities:

- Well-developed faculty for critical analysis;
- Financial literacy, including an ability to read financial statements and the ability to understand the use of financial ratios and other indices to measure performance;
- Appreciation of the unique role of the Authority as the shareholder of BC Ferries as set out in the Coastal Ferry Act (British Columbia);
- Thorough knowledge of the responsibilities and duties of a director;
- Sufficient time and availability to devote to the board;
- Experience as a corporate director with a solid understanding of corporate governance practices and the ability to distinguish corporate governance from management;
- Ability to effectively apply knowledge, experience, and expertise to matters before the board; and
- The stature and integrity to be seen as a credible member of the board.

Personal Attributes

Appointments to the board are also made in consideration of the following personal attributes:

- Ability to be an effective ambassador and representative of BCFA;
- Ability to participate fully and frankly in the deliberations and discussions of the board to make a meaningful and knowledgeable contribution;
- A team player with the ability to work effectively with fellow directors and be a positive and constructive force within the board, along with a demonstrated interest in the long-term success of BCFA and BC Ferries;
- Encourages free and open discussion of the affairs of BCFA by the board;
- Communicates persuasively and logically, voices concerns, listens, and raises tough questions in a manner that encourages open discussion;
- Willingness to take a stand or express a view, even if it runs contrary to prevailing wisdom or the direction of conversation, and exercise independent judgment;

DIRECTOR NOMINATIONS 2019 | B.C. FERRY AUTHORITY

- Establishes an effective, independent, and respected presence and a collegial and respectful relationship with other directors;
- Focuses enquiries on issues related to strategy, policy, Implementation, and results rather than issues relating to the day-to-day management of BCFA or BC Ferries;
- Maintains high ethical standards in professional and personal dealings;
- Ability and willingness to raise potentially controversial issues in a manner that encourages dialogue;
- Demonstrates flexibility, responsiveness, and willingness to consider change;
- Capability for a wide perspective on issues; and
- Respects confidentiality, exercises good judgment and acts with integrity; understands conflict of interest issues and declares potential, real, or perceived conflicts.

Diversity

BCFA seeks to ensure that the board, as a whole, reflects diversity of skills and experience as well as diversity of ethnicity, gender, geography and age range.

Board Operations

Board Committees and Task Groups

There are currently no committees of the board. However, task groups of directors are established, from time to time, to undertake specific assignments.

Time Commitment

The board meets at such time and place as necessary for the dispatch of business. The board plans for a minimum of three meetings per year. Meetings are usually held at BC Ferries' Head Office in Victoria, British Columbia; however, meetings may be held in Vancouver, British Columbia or other locations in the province, or by teleconference. Directors are also expected to make themselves available to work with other directors as may be needed from time to time. Directors are also required to attend the annual general meeting of BCFA, which is open to the public and held in conjunction with an annual public meeting of BC Ferries.

Board Policies

BCFA has a set of board policies, including a Code of Business Conduct and Ethics.

Remuneration

Directors receive an annual honorarium of \$6,250 and a fee of \$1,200 for each regular meeting or \$600 for each teleconference or meeting of short duration of the board attended.

Directors are also entitled to reimbursement of reasonable travel-related expenses incurred on BCFA business.

Liability Insurance and Indemnity

BCFA directors are covered by Directors' and Officer's Liability Insurance and are indemnified by BCFA.

Nomination Process

Each Appointment Area is requested to submit three to five nominees of qualified individuals to the Authority by November 15, 2019, together with a completed Nomination Form signed by each nominee.

Each Appointment Area will determine its own process for identifying its nominees. However, to be considered for appointment, each nominee must have been recommended by one or more of the Regional District boards of the Appointment Area.

There are a variety of ways in which sultable nominees can be identified by the Regional Districts, ranging from informal to formal. For example, potential nominees may be identified through:

- direct canvass; .
- unsolicited expressions of interest; •
- solicitation through advertising. .

Should a Regional District wish to advertise for nominees, the Authority will make available a template print advertisement and will provide financial support to fund the placement of up to three newspaper advertisements. In addition, if requested, the Authority will post nomination forms on its website for on-line completion and submission directly to the Regional District.

Selection Process

Qualified nominees will be interviewed by a task group of the board of directors of the Authority.

The Authority will make a decision on the nominees for appointment to the board by March 31, 2020.

Disclaimer

This document is intended to provide background information on B.C. Ferry Authority for the purposes of informing the Regional Districts and their potential nominees to the board of directors, and does not provide binding legal representations or contractual obligations. The information contained herein may be subject to change.

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DIRECTOR NOMINATIONS 2019 | B.C. FERRY AUTHORITY

B.C. Ferry Authority Nomination Form for Appointment to the Board of Directors

TO BE COMPLETED I	3Y NOMINEE			-
The information on form is the board of directors of B assess your candidacy. ¹	collected because .C. Ferry Authority.	you wish your name to The information obtair	be considered ed on this for	l for appointment to m will be used to
(If you require more room a separate piece of paper.	than the space pro	wided to respond to any	question in t	his form, please use
Name:		ANGE		
Home Address:				
Mailing Address:				
Telephone: Work	Home	Mc	bile	
Email Address:		M DD):		
Gender:	Male	Fer	naie	
Part I: Statutory Qualifica A director of B.C. Ferry Au Ferry Act. All nominees M answer to any of the quest B.C. Ferry Authority.	thority must be a "c UST answer Yes or	No to all of the following	A anostions	n affirmative
1. I hold an elected public of	fice (of any type)	and the state of the state of the state of the	Yes	No
2. I am an employee, stewar the British Columbia Ferr	d, officer, director, el & Marine Workers' L	ected official or member of Jnion	Yes	No
3. I am an employee of a mu greater board within an A	inicipality, regional di		Yes	No
4. I am currently an employe Columbia Ferry Services	e, director, officer or	executive ² of British	Yes	No

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¹ Your personal information is collected under Part 2, Division 1 of the Coastal Ferry Act and section 26 of the Freedom of Information and Protection of Privacy Act.

² "Executive" means an individual who is the Chief Executive Officer or an Executive Vice President or Vice President of British Columbia Ferry Services Inc. (BC Ferries) or who is, despite his or her title, acting in a similar capacity or performing similar functions to a Chief Executive Officer or Executive Vice President or Vice President of BC Ferries.

Educational Background			
Name & Location of School or Institution	Course, Program, Major field	Credits, Diploma, Degree attained	Year Completed
Special Courses	Course Content, Duration, etc.		Year Complete
and the second	1		
. Membership in Professional	Organizations (List):		
. Membership in Professional	Organizations (List):		
	Organizations (List): ry (List in chronological order star	ting with your most recent empl	oyment)
		ting with your most recent empl	oyment)
		ting with your most recent empl	oyment)
		ting with your most recent empl	oyment)
		ting with your most recent empl	oyment)
		ting with your most recent empl	oyment)

	escribe why you are interested in being a director of B.C. Ferry Authority
art V: Key Skill	and Experience
STATISTICS.	
experience in the	Ferry Authority has determined that, as a whole, it should possess skills and following five key areas (See "Key Skills and Experience" in the Profile attached as
it the key areas,	s form). An individual director is not expected to have skills and experience in each but should have them in more than one. Please describe your skills and indicate you seer experience as they relate to each of the following five areas:
and the second se	perience at a senior level managing the operations of a large or complex commercial or
. Business - exp	rience in operating a business in British Columbia.

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Board Experience -	- experience as a memb	er of a board of direc		al or not-for-profit entity.
Accounting and Financian and interpret financian	nance - accounting or fi ial statements.	nancial expertise <u>or</u> i	financial literacy, in	cluding the ability to read
				497°
				ę.
. Legai - a law degre	e or experience in mana	ging legal issues of a	a complex commerc	ial nature.



To be a director of B.C. Ferry Authority, a potential nominee m section 124 of the <i>Business Corporations Act (British Columbi</i>	a).	requirements of
Are you under the age of 18 years?	Yes	No
Have you been found by a court, in Canada or elsewhere, to be incapable of managing your own affairs?	Yes	No
Are you an undischarged bankrupt?	Yes	No
Have you been convicted in or out of British Columbia of an offence in formation or management of a corporation or unincorporated busines	connection with s, or of an offence	the promotion, e involving fraud?
If yes,	Yes	No
Unless the court has ordered otherwise (please specify)		
1. Has 5 years elapsed since the last to occur of:		
 The expiration of the period set for suspension of the passing sentence without a sentence having been passed; 	of	
B. The imposition of a fine;		
C. The conclusion of the term of any imprisonment; and		
D. The conclusion of the term of any probation imposed?		
or	Yes	No
 Has a pardon been granted or issued under the Criminal Records Act (Canada)? 	Yes	No
In your current or previous employment, business or personal which you have a direct or indirect controlling interest, in Brit	affairs have yo ish Columbia or	u, or your company elsewhere:
Been convicted of an offence under the Criminal Code of Canada?	Yes	No
Been convicted of an offence under any other federal statutes or regulations?	Yes	No
Been convicted of any offence under any provincial statutes or regulations?	Yes	No
Been disciplined by any professional association or body?	Yes	No
Been involved in any issue or controversy that has gone or is now likely to go to litigation or public review?	Yes	No
you have answered yes to any of questions (i) to (v) in this sec	tion, please prov	vide details below:

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	Generally, are you aware of any facts or matters which, if publicly disclosed, could cause B.C. Ferry Authority embarrassment or hinder the performance of your duties as a Board member?	Yes	No
	If yes, please describe:		
•	A director of B.C. Ferry Authority must not be in a position of consection 8 of the <i>Coastal Ferry Act (British Columbia)</i> . Do you ha	oflict of inter ve, either di	rest as described in rectly or indirectly:
	a. a beneficial interest in a share, stock, bond, debenture, or Ferry Services Inc.;	other secur	ity of British Columbia
	b. a significant beneficial interest in a device, appliance, ma process, or part of it, that is required or used by British C purpose of British Columbia Ferry Services Inc.'s equipment	olumbia Fer	ry Services Inc. for th
	c. a significant beneficial interest in a contract for the const a service for or by British Columbia Ferry Services Inc.; o	ruction of we	orks or the provision o
	d. a significant beneficial interest in a corporation or other p Columbia Ferry Services Inc. for marine transportation be interest (if any) in a publicly held mutual fund or pension investments referred to in paragraphs 4(a) to 4(d) abov up 30% or less of the total mutual fund or pension fund	siness, othe fund that c , where suc	er than a beneficial ontains any of the
	Yes No		
	Note: An affirmative answer to any of the questions in this sect disqualify a nominee from appointment to the board. Before bein director who is in a position of conflict described in subsection (and extent of the interest. A director who is in a position of con (d) must eliminate such a conflict in order to serve on the board	ng appointed a) to (d) mu flict describe	d to the board, a ist disclose the nature
4.	If Yes, please describe:		

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Part VII: References

All nominees MUST provide a minimum of three references.

Please note that the information provided to B.C. Ferry Authority by references will be treated confidentially and will not be shared with nominees.

Name:	Occupation:	
Address:	Business Telephone:	
Home Telephone:	Cell Telephone:	
Name:	Occupation:	
Address:	Business Telephone:	
Home Telephone:	Cell Telephone:	
Name:	Occupation:	
Address:	Business Telephone:	
Home Telephone:	Cell Telephone:	

ATTESTATION AND CONSENT:	
I,(print r provided by me in this form.	name) attest to the veracity of the information
I understand that B.C. Ferry Authority has a requirement of appointees, including me, to evaluate their suitability for appoint	to verify information with respect to all potential attention to the board of B.C. Ferry Authority.
By signing below, I consent to the B.C. Ferry Authority and its me, either from me directly or from others, for purposes re- references that I may provide may be contacted and the infor- be considered for appointment to the board of B.C. Ferry Autho- of my personal information in this form to any individuals or o obtain the information required to evaluate my suitability.	ated to assessing this expression of interest. The mation provided by me in relation to my request to prity will be verified. I also consent to the disclosure
Signature Date	

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SUNSHINE COAST REGIONAL DISTRICT

Н

BYLAW NO. 599.9

A bylaw to amend the fees and other charges for use of the Gibsons Aquatic Centre, the Gibsons and Area Community Centre, the Sechelt Aquatic Centre, and the Sunshine Coast Arena.

WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007*;

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

- 1. This bylaw may be cited for all purposes as *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019.*
- 2. Community Recreation Facilities Fees and Charges Bylaw No.599, 2007 is hereby amended as follows:
 - a) Delete Schedule D in its entirety and replace with the revised Schedule D attached hereto.

READ A FIRST TIME	this	12 th	day of	September, 2019
READ A SECOND TIME	this	12 th	day of	September, 2019
READ A THIRD TIME	this	12 th	day of	September, 2019
ADOPTED	this	12 th	day of	September, 2019

CORPORATE OFFICER

CHAIR

Schedule D Community Recreation Facilities Fees and Charges Bylaw No. 599.9 INCLUSIVE OF AII TAXES/RESERVE FUND CONTRIBUTION UNLESS OTHERWISE NOTED

Regional Rental Rates (Arena, Pool, Rooms) (based on 1 hour)

Rentals

Community Room Rentals

ICE RATES			Gibsons and Area Community Centre	No	on-Profit	Co	ommercial	
Adult Prime	\$	205.00	Multipurpose Room 219 ABC	\$	50.00	\$	75.00	
Adult Non Prime	\$	150.00	Multipurpose Room 219 A	\$	20.00	\$	35.00	
Adult Tourney	\$	180.00	Multipurpose Room 219 B	\$	15.00	\$	25.00	
			Multipurpose Room 219 C	\$	20.00	\$	30.00	
Child/Youth Prime	\$	94.00	Kitchen - Room 223	\$	20.00	\$	30.00	
Child/Youth Non Prime	\$	70.00						
Child/Youth/Special Event	\$	80.00	Youth - Room 217	\$	20.00	\$	35.00	
			Family - Room 209	\$	20.00	\$	35.00	
Commercial Prime	\$	300.00	Seniors - Room 204	\$	20.00	\$	35.00	
Commercial Non-Prime	\$	225.00	Small Meeting Room 230	\$	10.00	\$	20.00	
Commercial Tourney	\$	250.00	Wellness Studio	\$	15.00	\$	20.00	
Arono Dirthdov Doolcogo	\$	70.00	Sechelt Aquatic Centre	No	on-Profit	Co	ommercial	Youth
Arena Birthday Package	Ψ							
Arena Birthday Package Arena Birthday Party Room Rental	Ψ \$	30.00	Aquatic Centre Community Room	\$	20.00	\$	25.00	
				\$ \$		-	25.00 55.00	
			Aquatic Centre Community Room	\$ \$ \$	20.00	\$		\$17.00
Arena Birthday Party Room Rental	\$		Aquatic Centre Community Room Aquatic Centre Fitness Room	\$ \$ \$ \$	20.00 30.00	\$ \$	55.00	\$17.00 \$125.00
Arena Birthday Party Room Rental		30.00	Aquatic Centre Community Room Aquatic Centre Fitness Room Competition and or Leisure Tank (lane)	\$ \$ \$	20.00 30.00 19.00	\$ \$ \$	55.00 25.00	
Arena Birthday Party Room Rental DRY FLOOR Child/Youth/Adult Non-Profit	\$	30.00 55.00	Aquatic Centre Community Room Aquatic Centre Fitness Room Competition and or Leisure Tank (lane)	\$ \$ \$	20.00 30.00 19.00	\$ \$ \$	55.00 25.00	
Arena Birthday Party Room Rental DRY FLOOR Child/Youth/Adult Non-Profit	\$	30.00 55.00	Aquatic Centre Community Room Aquatic Centre Fitness Room Competition and or Leisure Tank (lane) Competition and or Leisure Tank (hour)	\$ \$ \$	20.00 30.00 19.00 145.00	\$ \$ \$ \$	55.00 25.00 275.00	\$125.00
Arena Birthday Party Room Rental DRY FLOOR Child/Youth/Adult Non-Profit Commercial	\$ \$ \$	30.00 55.00 125.00	Aquatic Centre Community Room Aquatic Centre Fitness Room Competition and or Leisure Tank (lane) Competition and or Leisure Tank (hour) Gibsons Pool Rental Full	\$ \$ \$ \$	20.00 30.00 19.00 145.00 75.00	\$ \$ \$ \$	55.00 25.00 275.00 90.00	\$125.00 \$75.00
Arena Birthday Party Room Rental DRY FLOOR Child/Youth/Adult Non-Profit Commercial Sechelt/GACC Arena Parking Lot	\$ \$ \$	30.00 55.00 125.00 30.00	Aquatic Centre Community Room Aquatic Centre Fitness Room Competition and or Leisure Tank (lane) Competition and or Leisure Tank (hour) Gibsons Pool Rental Full Gibsons Pool Rental (lane) Sunshine Coast Arena	\$ \$ \$ \$ \$	20.00 30.00 19.00 145.00 75.00 20.00	\$ \$ \$ \$	55.00 25.00 275.00 90.00 25.00	\$125.00 \$75.00
Arena Birthday Party Room Rental DRY FLOOR Child/Youth/Adult Non-Profit Commercial Sechelt/GACC Arena Parking Lot	\$ \$ \$	30.00 55.00 125.00 30.00	Aquatic Centre Community Room Aquatic Centre Fitness Room Competition and or Leisure Tank (lane) Competition and or Leisure Tank (hour) Gibsons Pool Rental Full Gibsons Pool Rental (lane)	\$ \$ \$ \$	20.00 30.00 19.00 145.00 75.00	\$ \$ \$ \$ \$ \$	55.00 25.00 275.00 90.00	\$125.00 \$75.00

SUNSHINE COAST REGIONAL DISTRICT

I

BYLAW NO. 310.180

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

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. 310.180, 2018.

PART B – AMENDMENT

- 2. Sunshine Coast Regional District Zoning Bylaw No. 310, 1987 is hereby amended as follows:
 - a. Schedule B of Zoning Bylaw No. 310, 1987 is amended by rezoning Subdivision District E to Subdivision District D for Lot 1 District Lot 1582 Group 1 New Westminster District Plan BCP32014, as depicted on Appendix A, attached to and forming part of this bylaw.

PART C – ADOPTION

READ A FIRST TIME this	24 TH DAY OF MAY	2018
READ A SECOND TIME this	28 TH DAY OF MARCH	2019
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this	16 [™] DAY OF APRIL	2019
READ A THIRD TIME this	27 TH DAY OF JUNE	2019
ADOPTED this	12 TH DAY OF SEPTEMBER	2019

Corporate Officer

Chair

