



## SUNSHINE COAST REGIONAL DISTRICT

September 12, 2019

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

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<b>PRESENT:</b>	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish T. Lamb
<b>ALSO PRESENT:</b>	Interim Chief Administrative Officer	M. Brown
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Senior Manager, Human Resources	G. Parker (in part)
	Chief Building Official	A. Whittleton (in part)
	Executive Assistant / Recorder	T. Hincks
	Media	1
	Public	9

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**CALL TO ORDER**     1:30 p.m.

**AGENDA**             It was moved and seconded

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

**CARRIED**

### MINUTES

Minutes              It was moved and seconded

216/19                THAT the Regular Board meeting minutes of July 25, 2019 be adopted.

**CARRIED**

Minutes                   **It was moved and seconded**

217/19                    THAT the Special Board meeting minutes of August 8, 2019 be adopted.

**CARRIED**

**REPORTS**

Corporate               **It was moved and seconded**

218/19                    THAT Corporate and Administrative Services Committee recommendation Nos. 2-7, and 10-15 and of July 25, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 2**       *Corporate General Ledger Budget Variance – 2<sup>nd</sup> Quarter*

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 – 2<sup>nd</sup> Quarter*

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 – 2<sup>nd</sup> Quarter*

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 – 2<sup>nd</sup> Quarter*

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 – 2<sup>nd</sup> Quarter*

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*

THAT the report titled Ports [345] Repairs and Maintenance Budget be received;

218/19 cont.

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. 10**    *Long Term Debt*

THAT the report titled Long Term Debt as at June 30, 2019 be received for information.

**Recommendation No. 11**    *Gas Tax Community Works Fund Update*

THAT the report titled Gas Tax Community Works Fund Update be received for information.

**Recommendation No. 12**    *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending June 30, 2019 be received for information.

**Recommendation No. 13**    *Revised Draft Procurement Policy*

THAT the 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 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*

THAT the report titled Contracts Between \$50,000 and \$100,000 from April 1 to June 30, 2019 be received for information.

**Recommendation No. 15**    *Corporate and Administrative Services – Semi Annual Report for January to June 2019*

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

**CARRIED**

Planning

**It was moved and seconded**

219/19

THAT Planning and Community Development Committee recommendation Nos. 4, 11, 12, 13, 20, 25 and 27 of September 12, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 4**     *Speakers for 2019 Resolutions to UBCM*

THAT the report titled Speakers for 2019 Resolutions to Union of BC Municipalities (UBCM) Convention be received;

AND THAT speakers be designated for each resolution as follows;

1. Climate Emergency Declaration (UBCM Resolution No. C35) - Director Tize
2. Intergovernmental Collaboration on Land Use Planning (UBCM Resolution No. C42) - Director Siegers
3. Logging in the Urban Interface (UBCM Resolution No. B47) – Director Siegers
4. Parking Enforcement in Rural Areas (UBCM Resolution No. B57) – Director Lee
5. Alternative Transportation Infrastructure (UBCM Resolution No. B16) – Director Tize or Director McMahon
6. BC Ferries Foot Passenger Service (UBCM Resolution No. B119) – Director Pratt
7. BC Ferries Service Levels (UBCM Resolution No. B18) – Director Pratt
8. Coast Forest Revitalization (UBCM Resolution No. B166) – Director Pratt or Director Tize
9. Recreation Sites and Trails (UBCM Resolution No. B50) – Director Hiltz
10. Tree Cutting Authority for Regional Districts (UBCM Resolution No. B58) – Director Tize.

**Recommendation No. 11**     *RFP 19 381 Ice Resurfacer Award Report*

THAT the staff report titled RFP 19 381 Ice Resurfacer Award Report be received;

AND THAT Sunshine Coast Regional District award the purchase contract to Kendrick Equipment Ltd. for a new ice resurfacer at a total value of \$193,991 (plus GST).

219/19 cont.

**Recommendation No. 12**    *RFQ 1935003 Contract Award for Wood Waste Hauling and Disposal Service*

THAT the staff report titled Request for Quotation (RFQ) 1935003 Contract Award for Wood Waste Hauling and Disposal Service be received;

AND THAT a contract for Wood Waste Hauling and Disposal Project be awarded to Salish Environmental Group Inc. for the total value of \$206,360 (before GST);

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

**Recommendation No. 13**    *CleanBC Plastics Action Plan Policy Consultation Paper Response*

THAT the staff report titled CleanBC Plastics Action Plan Policy Consultation Paper Response be received;

AND THAT the draft response letter included in Attachment B of the staff report be amended as follows and sent to Minister Heyman;

“For example, the contents of a drink container should not affect where it can and cannot be accepted for recycling. As well, some drink containers have a deposit, where others such as dairy containers, do not.”

**Recommendation No. 20**    *BCTS Operating Plan Summary of APC Comments and Analysis*

THAT a summary with brief analysis of Advisory Planning Commission comments on the BCTS Operating Plan be brought to an October Standing Committee meeting.

**Recommendation No. 25**    *Joint Local Government Submission regarding Provincial Plastics Action Plan*

THAT the correspondence from Karen Elliott, Mayor of Squamish and Josie Osborne, Mayor of Tofino, dated September 3, 2019 with respect to Joint Local Government Submission regarding Provincial Plastics Action Plan be received;

AND THAT the SCRD Board supports to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation of the Environmental Management Act*.

219/19 cont.      **Recommendation No. 27**      *Single-Use Plastics and Packaging Ban*

WHEREAS Regional Districts cannot pursue a ban on single-use plastic and packaging as such action is outside of the SCRD's legislative authority; however, the SCRD can advocate for reduction in single-use plastics and packaging;

AND WHEREAS the SCRD landfill is reaching the end of its lifecycle, and reduction of all waste items is crucial for extending this as the SCRD has not reached 100% diversion;

AND WHEREAS the financial burden borne by the SCRD is growing and the community cannot not wait for the provincial and federal governments to write policy on single-use plastics and packaging;

THEREFORE BE IT RESOLVED THAT the SCRD Board send letters to the member municipalities requesting a ban single-use plastics and packaging.

**CARRIED**

Strategic Plan      **It was moved and seconded**

220/19      THAT the draft Board Message in the 2019-2023 Strategic Plan be amended as follows:

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 *shíshálh* 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 we have heard from our community.

Many large issues face our coast as a whole and it is important that we tackle them with intention and purpose, while respecting diverse views and needs. Climate change and resilience is quickly becoming a top concern for all citizens, and local governments must be part of the solution.

Responsible infrastructure management, including natural asset management, is a key responsibility of regional government. 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 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.

220/19 cont.

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 Sk̓wx̓wú7mesh nation.

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

AND THAT the draft 2019-2023 Strategic Plan be forwarded to municipal partners, Advisory Planning Commissions, the Agricultural Advisory Committee and the Natural Resource Advisory Committee for comments;

AND THAT staff be authorized to use the draft 2019-2023 Strategic Plan as presented to provide direction for the purpose of developing preliminary budget proposals;

AND FURTHER THAT the draft 2019-2023 Strategic Plan be forwarded to the October 10, 2019 Board meeting with comments received by partners and advisory committees.

**CARRIED**

Notice on Title

**It was moved and seconded**

221/19

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

AND THAT the Notice on Title against the land title of Lot 83, District Lot 5387, Plan 16493, NWD Group 1, PID 007-495-692 be postponed for 90 days to provide the owners additional time to bring the property into compliance.

**CARRIED**

CAO Report

**It was moved and seconded**

222/19

THAT the report titled Chief Administrative Officer's Report be received for information.

**CARRIED**

**COMMUNICATIONS**

BC Ferry Authority

**It was moved and seconded**

223/19

THAT the correspondence from Sandra A. Stoddart-Hansen, Chair, Board of Directors, BC Ferry Authority, dated July 17, 2019, regarding nominations for appointment to the BC Ferry Authority Board of Directors be received;

223/19 cont. AND THAT staff proceed with a recruitment process for nominees for the BC Ferry Authority Board of Directors.

**CARRIED**

C2C Funding **It was moved and seconded**

224/19 THAT the correspondence from Darnelda Siegers, Mayor, District of Sechelt dated September 11, 2019 regarding request for support for UBCM Community to Community funding application be received;

AND THAT a letter be sent to the District of Sechelt in support of the Community to Community funding application.

**CARRIED**

## **BYLAWS**

Bylaw 599.9 **It was moved and seconded**

225/19 THAT *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019* be read a first time.

**CARRIED**

Bylaw 599.9 **It was moved and seconded**

226/19 THAT *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019* be read a second time.

**CARRIED**

Bylaw 599.9 **It was moved and seconded**

227/19 THAT *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019* be read a third time.

**CARRIED**

Bylaw 599.9 **It was moved and seconded**

228/19 THAT *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019* be adopted.

**CARRIED**

Bylaw 310.180 **It was moved and seconded**

229/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2019* be adopted.

**CARRIED**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

In Camera                      **It was moved and seconded**

230/19                      THAT Alternate Director Croal be authorized to attend the In Camera Regular Board meeting of September 12, 2019.

**CARRIED**

*The Board moved In Camera at 3:10 p.m.*

**IN CAMERA                      It was moved and seconded**

231/19                      THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e), (g), (k) and (i) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...” “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...”.

**CARRIED**

*The Board moved out of In Camera at 4:27 p.m.*

Grant-in-Aid                      **It was moved and seconded**

232/19                      THAT the 2019 Grant-in-Aid applications for fire and safety related items be denied per Section 1.10 of the Rural Areas' Grant-in-Aid Policy.

**CARRIED**

Organics RFP                      **It was moved and seconded**

233/19                      THAT a public Request for Proposals for organics processing be issued.

**CARRIED**

Appointment                      **It was moved and seconded**

234/19                      THAT a letter be sent to the Office of the Fire Commissioner requesting that the following individuals be appointed as Local Assistants to the Fire Commissioner:

1. Matt Treit, All SCRD Fire Departments
2. Rick Ruth, Gibsons & District Volunteer Fire Department
3. Chris Facchin, Gibsons & District Volunteer Fire Department

234/19

AND THAT a letter be sent to the Office of the Fire Commissioner requesting the re-appointment of the following individuals as Local Assistants to the Fire Commissioner:

1. Rob Michael, Gibsons & District Volunteer Fire Department
2. Jordan Pratt, Gibsons & District Volunteer Fire Department
3. George Williams, Gibsons & District Volunteer Fire Department
4. Cody Robinson, Gibsons & District Volunteer Fire Department
5. Pat Higgins, Roberts Creek Volunteer Fire Department
6. Ryan Daley, Halfmoon Bay Volunteer Fire Department
7. Kal Helyar, Egmont & District Volunteer Fire Department

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

1. Dale Boghean, All SCRD Fire Departments
2. Bruce Searle, Roberts Creek Volunteer Fire Department
3. Greg Phelps, Halfmoon Bay Volunteer Fire Department
4. Bob Stanhope, Halfmoon Bay Volunteer Fire Department.

**CARRIED**

Halkett Bay Dock

**It was moved and seconded**

235/19

THAT the Halket Bay Dock Upgrade Repairs project budget be increased by \$256,260, from \$130,000 to \$386,260, funded from capital reserves;

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

**CARRIED**

Hillside Sublease

**It was moved and seconded**

236/19

THAT the delegated authorities be authorized to proceed with assignment of Hillside Water Lot Sublease FFP 301 to the new upland owner 1223743 B.C. Ltd.

**CARRIED**

**ADJOURNMENT**

**It was moved and seconded**

237/19

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:30 p.m.

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

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

\_\_\_\_\_  
Chair