



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, MAY 26, 2022

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of May 12, 2022

Annex A
Pages 1 - 7

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

3. Julia Diamond, Woodfibre LNG
Regarding project update on Woodfibre LNG facility

Annex B
pp 8 - 18

REPORTS

4. Committee of the Whole recommendation Nos. 1-5 of May 12, 2022
5. Electoral Area Services Committee recommendation Nos. 1-3 of May 19, 2022
6. Placement of Notice on Title - Chief Building Official
7. Office of the CAO Monthly Report

Annex C
pp 19 - 20

Annex D
pp 21 - 22

Annex E
pp 23 - 24

Verbal

COMMUNICATIONS

8. Deacon MacKenzie
Regarding Sunshine Coast Food Bank Drive
9. Jenny Wright
Regarding Marine Debris Clean-up Project - Letter of Support Request

Annex F
pp 25 - 26

Annex G
p 27

MOTIONS

BYLAWS

- 10. *Sunshine Coast Regional District Election Procedures Bylaw No. 737, 2022.*
- first, second, and third reading
(Voting – All Directors – 1 vote each)

Annex H
pp 28 - 38

DIRECTORS' REPORTS

Verbal

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) (f) (i) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent...”, “law enforcement, if the council considers that disclosure could reasonably be expected to harm...”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to June 25, 2022)

Advisory Planning Commission (Area B) - CANCELLED	May 24 at 7:00 pm
Advisory Planning Commission (Area F) - CANCELLED	May 24 at 7:00 pm
Advisory Planning Commission (Area A) - CANCELLED	May 25 at 7:00 pm
Advisory Planning Commission (Area E) - CANCELLED	May 25 at 7:00 pm
Committee of the Whole	May 26 at 9:30 am
Regular Board	May 26 at 2:00 pm
Committee of the Whole	June 9 at 9:30 am
Regular Board	June 9 at 2:00 pm
Electoral Area Services Committee	June 16 at 9:30 am
Advisory Planning Commission (Area D)	June 20 at 7:00 pm
Advisory Planning Commission (Area E)	June 22 at 7:00 pm
Committee of the Whole	June 23 at 9:30 am
Regular Board	June 23 at 2:00 pm

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

Local Government Show	June 2 at 4:00 pm
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Please note: Meeting dates are current as of print date (May 19, 2022).



SUNSHINE COAST REGIONAL DISTRICT

May 12, 2022

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

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	A. Toth
		Town of Gibsons	D. Croal (Alt.)
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Planning and Community Development		I. Hall
	GM, Community Services		S. Gagnon
	Manager, Planning and Development		J. Jackson (in part)
	Senior Planner		Y. Siao (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Media		1
	Public		4

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

CALL TO ORDER 2:00 p.m.

AGENDA It was moved and seconded

121/22 THAT the agenda for the meeting be adopted.

CARRIED

MINUTES

Minutes It was moved and seconded

122/22 THAT the Regular Board meeting minutes of April 28, 2022 be adopted.

CARRIED

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

Pursuant to Section 217 of the Local Government Act, Chair Siegers exercised her right of reconsideration of Motion 082/22, Recommendation No. 2 of the March 24, 2022 Regular Board meeting as follows:

Roberts Creek OCP
Bylaw 641.13

It was moved and seconded

123/22

THAT based on receipt of new information as outlined in the staff report Roberts Creek Official Community Plan Amendment Bylaw 641.13, 2021 (1220 Lockyer Road) – Alternate Solution, from the April 21 Planning and Development Committee, Resolution 082/22 Recommendation No. 2 as adopted at the March 24, 2022 Regular Board meeting be brought back for reconsideration of alternate action;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.13* be abandoned;

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

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

Director Pratt opposed

CARRIED

REPORTS

Corporate

It was moved and seconded

124/22

THAT Corporate and Administrative Services Committee recommendation Nos. 3-7 of April 28, 2022 be received, adopted and acted upon as follows:

Recommendation No. 3 *Reserves and Holding Funds*

THAT the report titled Status of Reserves and Holding Funds as at March 31, 2022 be received for information.

124/22 cont.

Recommendation No. 4 *Community Benefits and Amenities Contribution Funds*

THAT staff report to a future Committee meeting related to the investments in community benefits and amenities contributions with context as to current fund usage, historical background of usage and providing future options for the funds (Master Plans, Amenities, etc.).

Recommendation No. 5 *Gas Tax Community Works Fund*

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

Recommendation No. 6 *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from January 1 to March 31, 2022 be received for information.

Recommendation No. 7 *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending March 31, 2022 be received for information.

CARRIED

Special Corporate

It was moved and seconded

125/22

THAT Special Corporate and Administrative Services Committee recommendation No. 1 of May 5, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *2022 Electoral Areas' Grant-in-Aid*

THAT the report titled 2022 Electoral Areas' Grant-in-Aid (GIA) be received for information.

CARRIED**COMMUNICATIONS**Homophobia
and Transphobia**It was moved and seconded**

126/22

THAT the correspondence from Laurent Breault, General Director Fondation Émergence dated March 25, 2022 regarding the May 17, 2022 International Day Against Homophobia and Transphobia be received for information.

CARRIED

Appointments

It was moved and seconded

127/22

THAT the correspondence from Kerianne Poulsen, Deputy Corporate Officer, District of Sechelt, dated April 20, 2022 regarding Sunshine Coast Childcare Action Plan - Joint Childcare Council Appointments be received for information;

AND THAT Director Pratt be appointed as the SCR D representative to the Sunshine Coast Childcare Action Plan – Joint Childcare Council.

CARRIED

BYLAWS

Bylaw 522.17

It was moved and seconded

128/22

THAT *Planning and Development Procedures and Fees Amendment Bylaw No. 522.17, 2022* be adopted.

CARRIED

Bylaw 558.9

It was moved and seconded

129/22

THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.9, 2022* be adopted.

CARRIED

Bylaw 638.10

It was moved and seconded

130/22

THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.10, 2022* be adopted.

CARRIED

Bylaw 640.5

It was moved and seconded

131/22

THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021* be read a third time.

CARRIED

Bylaw 310.194

It was moved and seconded

132/22

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.194, 2021* be read a third time.

CARRIED

Bylaw 722

It was moved and seconded

133/22

THAT the report titled Zoning Bylaw No. 722 Consideration of First Reading be received for information;

AND THAT Zoning Bylaw No. 722 be considered for first reading;

AND THAT staff schedule a public information meeting to consider Zoning Bylaw No. 722;

AND FURTHER THAT Zoning Bylaw No. 722 be referred to agencies and Advisory Planning Commissions for comment.

CARRIED

Bylaw 722

It was moved and seconded

134/22

THAT *Sunshine Coast Regional District Zoning Bylaw No.722, 2019* be read a first time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 3:22 p.m.

IN CAMERA

It was moved and seconded

135/22

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (f), (g), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual ...”, “law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board moved out of In Camera at 4:17 p.m.

RELEASE OF ITEMS FROM IN CAMERA

Grant-in-Aid

It was moved and seconded

135/22

THAT the 2022 Electoral Areas' Grant-in-Aid (GIA) funding be approved as follows:

135/22 cont.	APPLICANT	AMOUNT
	British Columbia Conservation Foundation	\$ 5,000
	Coast Rogue Arts Society	\$ 4,000
	Deer Crossing: The Art Farm Society (Imagination Network)	\$ 2,000
	Egmont Community Club (Community Events)	\$ 5,000
	Egmont Community Club (Stove) – comment to include in letter: “Funds from 2021 Electoral Areas’ Grant-in-Aid to be expended (allowable extension)”	Not Funded
	FibreWorks Studio and Gallery Society	\$ 4,250
	Gibsons Landing Heritage Society	\$ 1,605
	Gibsons Public Art Gallery (2 Exhibitions)	\$ 2,000
	Halfmoon Bay Child Care Centre Society	\$ 4,980
	Living Forest Institute Society	\$ 5,000
	MakeWay Charitable Society (Atl'ka7tsem / Howe Sound Marine Stewardship Initiative)	\$ 3,130
	One Straw Society	\$ 5,000
	Pender Harbour and Area Residents Association	\$ 4,000
	Pender Harbour Community Club	\$ 5,000
	Pender Harbour Golf Club Society	\$ 4,800
	Pender Harbour Living Heritage Society	\$ 3,300
	Pender Harbour Music Society	\$ 5,000
	Restorative Justice Program of the Sunshine Coast	\$ 4,940
	Roberts Creek Community Association (AV / PA)	\$ 5,000
	Roberts Creek Community Association: Slow Sundays	\$ 1,500
	Suncoast Woodcrafters Guild	\$ 500
	Sunshine Coast Community Services Society	\$ 5,000
	Sunshine Coast Community Solar Association	\$ 2,500
	Sunshine Coast Conservation Association for Sunshine Coast Friends of Forage Fish	\$ 3,000

135/22 cont.	Sunshine Coast Driftwood Players	\$ 5,000
	Sunshine Coast Festival of the Performing Arts	\$ 3,000
	Sunshine Coast Jazz and Entertainment Society	\$ 2,000
	Sunshine Coast Hospice Society	\$ 5,000
	Sunshine Coast Resource Centre Society	\$ 5,000

CARRIED

ADJOURNMENT It was moved and seconded

136/22 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:20 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair



Woodfibre
LNG

Project Update

Sunshine Coast
Regional District

May 26, 2022



Agenda

- Vision and commitments
 - Environment and emissions reduction
 - Partnerships with Indigenous peoples
 - Workforce development
- Relationships with other governments
- Project updates and 2022 activities
- Community engagement plans
- Discussion / Q&A



Vision and Commitments

- Quintuple bottom-line approach where the results are mutually beneficial to the:
 - Community
 - Country
 - Climate
 - Customer
 - Company
- Generational investment that will demonstrate positive socioeconomic benefits and meaningful reconciliation with Indigenous peoples, while supporting global energy security and mitigating disruption to the environment
- Commitment to goodwill through community donations, sponsorship and partnership initiatives

WLNG Key Commitments:

- Maximizing local benefits to the **Community** and First Nations
- Generating revenue and establishing a strong brand for the **Country** (Canadian LNG)
- Supporting the global energy transition to preserve the **Climate**
- Considering the needs and demands of **Customers** in Canadian and overseas markets
- Creating a showcase project that benefits the **Company**



Environment and Emissions Reduction



First company in Canada
to have an Indigenous
government as an
environmental regulator



Facility to be second
e-drive facility in North
America



Lowest emissions facility
in the world

Partnerships with Indigenous Peoples

- Inaugural arrangement with Squamish Nation as an environmental regulator
- Meaningful Impact Benefit Agreements (IBAs) that seek to provide meaningful and significant employment, training and procurement opportunities (single source and preferential competitive bid) for First Nations
- IBA with Squamish Nation includes an equity option
- IBAs governed by an Implementation Committee and work is undertaken by multiple working groups who continue to meet regularly



Workforce Development

- Project will provide up to 700 jobs during peak construction and 100 stable, family-supporting jobs during operations
- Priority of hiring workers from Squamish Nation, local area, B.C. and Canada, including women and BIPOC community
- Comprehensive *Workforce Development Plan* in progress that identifies specific workforce requirements and includes strategies to maximize local labour; ensure a safe and respectful workplace; and reflect diversity, equity and inclusion



Relationships with Other Governments

- Strong relationships with B.C. Government and dedicated team in place to support the project as “one stop window”
- Ongoing discussions with the federal government about opportunities to support global energy security while aligning with climate plans
- Regular discussions with District of Squamish and collaboration on regulatory / permitting affairs, Environmental Management Plans, workforce accommodation, community engagement and supply chain development to benefit local businesses
- Engagement underway with other municipalities
- Positive working relations with First Nations governments and mutual advancement of IBA provisions



Skwxwú7mesh
Úxwumixw
Squamish Nation



Project Update

- Notice to Proceed issued April 14 to McDermott International
- \$500 million USD approved spending for this year with a focus on local contractors where feasible
- Focused on continued site remediation in preparation for construction start in 2023; over \$12 million spent to date
- Implementation of IBA with Squamish Nation underway
 - Notice to Proceed triggered payments and activities related to procurement, employment and training
- IBA with Tsleil-Waututh Nation in progress
- Environmental and socioeconomic management plans underway
- Net zero pathway in development



Pre-Construction Works Begin this Year

- Approved spending of over \$25 million CAD for pre-construction works this year
- Additional site remediation and refurbishment
 - Removal of concrete slabs
 - Rail line decommissioning
- Landfill closure including capping to enhance environmental performance and improve water quality
- Passenger dock replacement to ensure safe site access for employees and contractors



Information Sharing and Engagement

- Developing stakeholder and community-driven approaches to minimize the project's impact on community services while optimizing our benefits for small and medium sized businesses
- Renewed community donations and sponsorship programs to provide lasting contributions to the community; call for proposals currently open
- Facilitating meaningful information sessions in and for communities to ensure diverse views are reflected in operational plans:
 - Workforce accommodations
 - Management Plans
 - Supply chain development to benefit local businesses





**Woodfibre
LNG**

Thank You

**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE**

May 12, 2022

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

PRESENT:	Chair	Electoral Area D	A. Tize
	Directors	Electoral Area A Electoral Area B Electoral Area E Electoral Area F Town of Gibsons District of Sechelt District of Sechelt	L. Lee L. Pratt D. McMahon M. Hiltz D. Croal (Alt) A. Toth D. Siegers
ALSO PRESENT:	Chief Administrative Officer Corporate Officer General Manager, Infrastructure Services General Manager, Community Services Manager, Capital Projects Manager, Information Services Interim Manager, Solid Waste Services Recording Secretary Media Public		D. McKinley S. Reid R. Rosenboom S. Gagnon (part) S. Misiurak (part) D. Nelson (part) R. Porte (part) L. Mosimann 0 9

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Alun Woolliams, Transportation Choices (TraC) addressed the Committee regarding TraC's Connect the Coast Trail / Active Transportation Study.

REPORTS

Recommendation No. 1 *Water Supply Update*

The Committee of the Whole recommended that the verbal report entitled Water Supply Update be received for information.

Recommendation No. 2 *Church Road Well Field Project Construction – Update Two*

The Committee of the Whole recommended that the report titled Church Road Well Field Project Construction – Update Two be received for information.

Recommendation No. 3 *2021 Solid Waste Regional Diversion – Annual Update*

The Committee of the Whole recommended that the report titled 2021 Solid Waste Regional Diversion – Annual Update be received for information.

Recommendation No. 4 *Cityworks Software License Agreement – Three Year Renewal*

The Committee of the Whole recommended that the report titled Cityworks Software License Agreement – Three Year Renewal be received for information;

AND THAT a three-year renewal of the Cityworks software license agreement in the amount of \$102,003 be approved;

AND THAT the delegated authorities be authorized to execute the three-year renewal of the Cityworks software license agreement;

AND FURTHER THAT the 2023-2027 Financial Plan be amended to reflect the software expense through Information Systems [117] versus Asset Management [111].

Recommendation No. 5 *Infrastructure Services Department – 2022 Q1 Report*

The Committee of the Whole recommended that the report titled Infrastructure Services Department – 2022 Q1 Report be received for information.

IN CAMERA

The Committee moved In Camera at 11:03 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (a) (f) (i) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent...”, “law enforcement, if the council considers that disclosure could reasonably be expected to harm...”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

The Committee moved out of In Camera at 12:14 p.m.

ADJOURNMENT 12:14 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
ELECTORAL AREA SERVICES COMMITTEE**

May 19, 2022

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

PRESENT:	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt Town of Gibsons	L. Lee L. Pratt A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish (part)
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	Chief Financial Officer		T. Perreault
	General Manager, Community Services		S. Gagnon
	Manager, Asset Management		K. Doyle
	Manager, Parks Services		K. Clarkson
	Recording Secretary		A. O'Brien
	Media		1
	Public		20

CALL TO ORDER **9:30 a.m.**

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Kelsey Oxley, Sunshine Coast Disc Golf Association addressed the Committee regarding Disc Golf Course Proposal for Connor Park, Halfmoon Bay.

Recommendation No. 1 *Disc Golf Course Proposal for Connor Park Delegation*

The Electoral Area Services Committee recommended that the delegation materials from the Sunshine Coast Disc Golf Association regarding Disc Golf Course Proposal for Connor Park be received for information;

AND THAT the Sunshine Coast Disc Golf Association's Disc Golf Proposal for Connor Park be referred to staff.

Andy Jones-Cox, Halfmoon Bay Community Association addressed the Committee regarding the Coopers Green Hall Replacement Project.

Recommendation No. 2 *Halfmoon Bay Community Association Delegation – Coopers Green Hall Replacement Project*

The Electoral Area Services Committee recommended that the delegation materials from the Halfmoon Bay Community Association regarding the Coopers Green Hall project be received for information.

REPORTS

Recommendation No. 3 *Coopers Green Hall Replacement Project – Construction Budget Update*

The Electoral Area Services Committee recommended that the report titled Coopers Green Hall Replacement Project – Construction Budget Update be received for information;

AND THAT Coopers Green Hall Replacement Project budget be increased by \$1,411,980 for a total project cost of up to \$4,500,000;

AND THAT the project be funded by the following additional sources:

- \$60,000 Bear Creek amenity funding
- \$2,000 Blue Earth Donation to Coopers
- \$400,125 Area B portion of the Community Works Fund
- \$949,855 short-term debt funding

AND THAT the Sunshine Coast Regional District authorize up to \$1,500,000 to be borrowed, under Section 403 of the *Local Government Act*, from the Municipal Finance Authority, for the purpose of the Coopers Green Hall Replacement Project;

AND THAT the loan be repaid within five years with no rights of renewal;

AND THAT the 2022-2026 Financial Plan Bylaw be amended accordingly;

AND FURTHER THAT any future grants received towards the Coopers Green Hall project be used to offset short-term borrowing, subject to grant conditions.

Directors Tize and McMahon opposed.

ADJOURNMENT 11:15 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – May 26, 2022
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 for information;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 11, Block 16, District Lot 1595, Plan VAP10378, Folio: 746.04810.000, PID 009-445-650.

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 inspections 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 notified the registered owners of the property listed in this report by one or more of the following methods: registered letter, hand delivery, email or regular mail. 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 listed property is non-compliant due to one or more of the following:

- permits applied for / or issued but no inspections scheduled
- construction has taken place without a valid permit.

1. **251 Gordon Road, Lot 11, Block 16, District Lot 1595, Plan VAP10378, NWD
Folio: 746.04810.000, PID 009-445-650
Electoral Area F**

A building permit was issued on January 15, 2015 for the construction of a single-family dwelling. Multiple inspections were completed for this project. The permit was renewed twice but has expired without final inspection approval. The SCRD Building Division is not aware of any safety issues at this time and recommends 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 this property is 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
CAO		Other	

From: [Kenan MacKenzie via RT](#)
Subject: [Board #209054] Food Bank
Date: Monday, May 9, 2022 10:42:43 AM
Attachments: [food bank fund raising request letter SCRD.docx](#)

Dear SCRD Board

The month of May is the virtual Food Bank Drive. Covid has been great for some businesses but for a large part of our society has created hardship

All the Best

Deacon Kenan MacKenzie

Dear SCRD Board

No one should go hungry!

The Sunshine Coast is blessed with four food banks – serving communities from Egmont to Langdale. Our goal is to provide healthy food choices to anyone who comes, regardless of their situation. We know we are addressing the symptom, not the cause of food insecurity, and we are happy that we can help those who need nourishing food and can't afford it.

There are a number of food security issues on the coast. All of our food bank recipients choose between food and rent, or food and medicine, or food and clothing. Some of our recipients have no or little income and no housing and are living rough. Others are working poor, showing up in their work uniform over their lunch hour so they can take food home at the end of the day. There are a variety of reasons for folks needing to use the food bank, but they all relate back to food insecurity.

It's important for our communities to be able to continue to offer food to those that need it. All four of our Coast food banks – Pender Harbour, Sechelt, St. Bart's, Gibsons and the Salvation Army, Gibsons work together with businesses and organizations on the Coast to sustain this effort. An Endowment Fund has been created under the auspices of the Sunshine Coast Foundation in order to increase involvement with the greater community.

StatsCan tells us that the average BC household spends \$207 per person per month on food. A family of four will spend around \$800. Given that this number is over two years old, it's safe to say that the food we can give folks is valuable in more ways than one. Average stats at one of our food banks look like this: 59 people came and picked up food for 103 people. Fifteen volunteers worked about 40 hours from set up to take down. Of course, not all the food those households needed was provided. Even at half that bill, the StatsCan number extrapolates to about \$10,000.00 worth of food that day.

That's why this letter is before you. We need cash donations. And we are asking you to help us.

Cash donations allow us to buy food that doesn't usually get donated. There is always a need, always a food shelf in our supply room that is empty each month - and always families to feed. Facilities and equipment also need to be maintained.

We hope that you can find a spot in your budget to include a donation to the Sunshine Coast Food Bank Drive through the website at www.coastwidefoodbankdrive.ca. Your donation benefits all the coast food banks through The Sunshine Coast Foundation and their endowment program.

Regards,

Deacon Kenan MacKenzie

From: Jenny Wright <jenny@gibsonsmarine-ed.org>
Sent: Wednesday, May 18, 2022 9:26 AM
To: Board Chair <board@scrd.ca>
Subject: Letter of Support Request - Marine Debris Clean-up Project

To Whom it May Concern,

I hope this email finds you well.

My name is Jenny and I am the Curator/Manager at the Nicholas Sonntag Marine Education Centre in Gibsons.

I am hoping that you will be able to assist, with a big project that has just recently come up again, with a Letter of Support from the SCRD.

We have the opportunity to apply for the Clean Coast Clean Waters Initiative Grant again this year, in partnership with the Ocean Legacy Foundation (OLF) and other not-for-profit/charitable conservation organizations. The grant would allow us to clean up marine debris from all along the Sunshine Coast, while diverting the majority of the waste away from the landfill. We took part in this initiative last year and were successful in clearing nearly 2 tonnes of marine debris from along the Sunshine Coast, and diverting nearly 75% of that away from landfill to be recycled or repurposed.

If you need any further information, please do not hesitate to contact me. I look forward to hearing from you.

Kind Regards,

Jenny

--

Jenny Wright (She/Her)
Aquarium Curator
NSMEC
Office: (604) 886-8814
Cell: (604) 212-1369



Nicholas Sonntag Marine Education Centre at the Gibsons Public Market
gibsonsmarine-ed.org | @nsmec | gibsonspublicmarket.com

I am honoured that my work takes place on the unceded territory of the Skwxwú7mesh Úxwumixw (Squamish Nation).

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 737

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

WHEREAS under the *Local Government Act*, the Regional Board may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS the Regional Board may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Regional Board wishes to establish various voting procedures and requirements under that authority and use automated voting machines in elections and other voting;

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

1. CITATION

This Bylaw may be cited for all purposes as *Sunshine Coast Regional District Election Procedures Bylaw No. 737, 2022*.

2. REPEAL

Sunshine Coast Regional District Election Procedure Bylaw No. 692, 2014 and all amendments thereto are hereby repealed.

3. DEFINITIONS

“Acceptable mark” means a completed mark that the vote counting unit is able to identify, which:

- (a) has been made by an elector in the space provided on a ballot opposite the name of any candidate or opposite either "yes" or "no" on any question in accordance with the Local Government Act, and
- (b) the vote counting unit is able to identify.

“Applicant” means an elector who wants to vote by mail and make a request for a mail ballot;

“Authorized Person” means a person that the applicant has authorized, on the applicant’s behalf, to:

- (a) pick up a mail ballot package; or
- (b) drop off a completed mail ballot package.

“Automated vote counting system” means a system that counts and records votes and processes and stores election or any voting results which comprises:

- (a) a number of ballot scan vote counting units, each of which rests on a two-compartment ballot box, one compartment of which is for:

- (i) voted ballots; and
 - (ii) returned ballots which have been reinserted using the ballot override procedure;
 - (iii) and the other compartment is for the temporary storage of voted ballots during such time as the vote counting unit is not functioning; and
- (b) a number of storage ballot compartments into which voted ballots are deposited where a vote counting unit is not functioning or being used which will therefore be counted after the close of voting on general voting day.

“Ballot” means a single ballot card designed for use in an automated vote counting system and conforms to the requirements of the Local Government Act, which shows:

- (a) the names of all of the candidates for each of the offices to be filled; and,
- (b) all the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

“Ballot box” means a container for ballots that have been marked by electors.

“Ballot return override procedure” means the use, by an election official, of a device on a vote counting unit that causes the unit to accept a returned ballot.

“Election headquarters” means the Sunshine Coast Regional District Administration office at 1975 Field Road, Sechelt, British Columbia.

“Elector” means a resident elector, or non-resident property elector as defined by the *Local Government Act*.

“General Local Election” means the election held for the electoral area directors of the Regional District which must be held in the year 2014 and in every fourth year thereafter.

“Memory pack” means a computer software cartridge which is inserted into the vote counting unit and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of “yes” or “no” for each question on the ballot, and which records and retains information on the number of acceptable marks made for each.

“Portable ballot box” means a ballot box that is used at a voting place where a vote counting unit is not being used.

“Results tape” means the printed record generated from a vote counting unit at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other voting question.

“Regional District” means the Sunshine Coast Regional District.

“Register of Mail Ballots” means the records that the Chief Election Officer must keep of electors voting by mail ballot.

“Returned ballot” means a voted ballot that was inserted into the vote counting unit, but which was not accepted and which was returned to the elector with an explanation of the ballot marking error that caused the ballot not to be accepted.

“**Secrecy sleeve**” means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.

“**Storage ballot compartment**” means a ballot box under each vote counting unit into which voted ballots are temporarily deposited in the event that the unit ceases to function.

“**Vote counting unit**” means the device into which voted ballots are inserted and which scans each ballot and records the number of votes for each candidate, and for and against each other voting question.

4. APPLICATION

This Bylaw applies to all Regional District elections and all other voting opportunities required or permitted to be held under the *Local Government Act*, including special voting opportunities under this Bylaw even if such opportunities are conducted at a location outside the boundaries of the Regional District.

5. USE OF PROVINCIAL LIST OF VOTERS

For the purposes of all local elections and submissions to the electors under Part 3 and 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act* shall become the register of resident electors on the 52nd day prior to the general voting day for such elections and submissions to the electors.

6. ACCESS TO NOMINATION DOCUMENTS

In addition to the public inspection requirements under section 89 of the *Local Government Act*, nomination documents will be available on the Sunshine Coast Regional District’s website as soon as practicable from the date the nomination documents are delivered to the Regional District until thirty days after the declaration of official election results.

7. ACCESS TO DISCLOSURE STATEMENTS

As authorized under subsection 59(3) of the *Local Elections Campaign Financing Act*, a fee of \$0.25 per page will be imposed for providing a copy or other record of information referred to in subsection 59(1) of the *Local Elections Campaign Financing Act*.

8. REQUIRED ADVANCE VOTING OPPORTUNITIES

In accordance with section 107 of the *Local Government Act*, two advance voting opportunities for an election by voting and for other voting will be held from 8:00 a.m. to 8:00 p.m. at locations to be established by the Chief Election Officer on:

- (a) the 10th day before general voting day; and
- (b) the 3rd day before general voting day.

9. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

As authorized under section 108 of the *Local Government Act*, the Regional Board authorizes the Chief Election Officer to establish additional advance voting opportunities to be held in advance of general voting day and to designate the voting places, to establish the dates and

voting hours for these voting opportunities in a manner the Chief Elections Officer considers appropriate.

10. ADDITIONAL GENERAL VOTING OPPORTUNITIES

The Regional Board authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day and to designate the voting places and set the voting hours within the limits set out in section 106 of the Local Government Act, for the additional general voting opportunities in any manner the Chief Election Office considers appropriate.

11. MAIL BALLOT VOTING

- (a) As authorized under section 110 of the *Local Government Act*, and in accordance with this Bylaw, voting and elector registration may be done by mail.
- (b) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- (c) As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day.

12. APPLICATION PROCEDURE FOR MAIL BALLOT VOTING

- (a) An Applicant may apply to vote by mail in writing by providing their name and address to the Chief Election Officer until 4:30 p.m. two (2) days before general voting day.
- (b) Upon the Applicant making a request for a mail ballot, the Chief Election Officer shall, as soon as practical:
 - (i) make available to the applicant by mail or in person, a mail ballot package containing the contents as specified in section 110 (7) of the Local Government Act, the ballots, forms, envelopes and other information advising the Applicant how to vote by mail ballot, and a statement advising the elector that they must meet the eligibility to vote criteria and of the requirement to attest to such fact; and,
 - (ii) immediately record in the Register of Mail Ballots, and upon request make available for inspection, the name and address of the person to whom the mail ballot package was issued and any other information that the Chief Election Officer deems appropriate.
- (c) As per the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:
 - (i) sending the mail ballot package by Canada Post;
 - (ii) sending the mail ballot package by courier at the expense of the Applicant;
 - (iii) having the mail ballot package picked up by the Applicant at a designated time and location; or
 - (iv) having the mail ballot package picked up by an Authorized Person at a designated time and location.
- (d) The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

13. VOTING PROCEDURE FOR MAIL BALLOT VOTING

- (a) To vote by a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- (b) After marking the ballot, the elector shall:
 - (i) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
 - (ii) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - (iii) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and
 - (iv) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received by the Chief Election Officer no later than the close of voting on general voting day.
- (c) In accordance with section 110 (4) of the Local Government Act, electors who register by mail are not required to produce to an election official copies of proof of their identity and place of residence, however they must attest to such fact in the presence of a witness and record having done so on the certification envelope.

14. MAIL BALLOT ACCEPTANCE OR REJECTION

- (a) Upon receipt of returned mail ballot packages before the close of voting on the general voting day, the Chief Election Officer shall immediately record in the Register of Mail Ballots the time and date of its receipt and shall open the outer envelope and examine the certification envelope.
- (b) When the Chief Election Officer examines the certification envelope, the Chief Election Officer shall:
 - (i) confirm the identity and entitlement to vote of the Applicant and/or elector whose ballot is enclosed;
 - (ii) determine the fulfilment of the requirements in section 70 of the Local Government Act and the completeness of any application to register, if required; and
 - (iii) determine the completeness of the certification envelope.
- (c) If the Chief Election Officer is satisfied that the elector has met the requirements in section 14(b), the Chief Election Officer shall:
 - (i) mark the certification envelope as “accepted”;
 - (ii) place the accepted and unopened certification envelope with the other certification envelopes in a secured and designated mail ballot box marked “accepted certification envelopes”; and,
 - (iii) mark the voting book to indicate the elector has voted.
- (d) If, on receiving a returned mail ballot envelope and its contents:
 - (i) the Chief Election Officer is not satisfied as to the identify to the elector; or
 - (ii) the elector has not completed the application to register in accordance with this Bylaw or the Local Government Act; or
 - (iii) it is received by the Chief Election Officer after the close of voting on general voting day,

the Chief Election shall mark the certification envelope as “rejected”, indicate the reasons for the rejection and set aside the rejected unopened certification envelope.

- (e) The Chief Election Officer shall retain in their custody all accepted and rejected certification envelopes.
- (f) After 4:30 p.m. two (2) days before general voting day, the Chief Election Officer, in the presence of at least 1 other election official, including any candidate representatives, shall:
 - (i) deal with any challenges to the electors involving the accepted certification envelopes;
 - (ii) open the accepted certification envelopes;
 - (iii) unless the right of the elector identified on the accepted certification envelope has been challenged and not resolved in favour of them being permitted to vote, remove the secrecy envelopes containing the ballots; and
 - (iv) place the secrecy envelope containing the ballot in the ballot box if manual count, or open the secrecy envelope and run the ballot through the vote counting unit.
- (g) If the Chief Election Officer receives a return envelope with its contents after 4:30 p.m. two (2) days before general voting day, but before the close of general voting, the Chief Election Officer shall:
 - (i) handle those returned envelopes in accordance with sections 14(a) at the time that the Chief Election Officer receives the returned envelopes;
 - (ii) retain all accepted certification envelopes until the close of general voting day;
 - (iii) process the accepted certification envelopes in accordance with sections 14(b) to 14(e) after the close of general voting day.
- (h) As soon as possible after the close of voting on general election day, in the presence of at least one (1) other election official and any candidate representatives, the Chief Election Officer shall supervise:
 - (i) the opening of the ballot box containing previously processed accepted certification envelopes and mail ballots;
 - (ii) the opening of the secrecy envelopes, and
 - (iii) the running of the ballot through the vote counting unit.
- (i) If the Chief Election Officer receives a return envelope with its contents after the close of general voting day, the Chief Election Officer shall:
 - (i) mark the return envelope as “rejected”;
 - (ii) indicate the reason why the return envelope was rejected on the return envelope; and
 - (iii) place the unopened return envelope with the other rejected return envelopes.
- (j) Any rejected certification envelopes and their contents shall remain unopened and will be subject to the provisions of the Local Government Act regarding their destruction.

15. MAIL BALLOT CHALLENGE OF ELECTOR

A person who qualifies under section 126 of the Local Government Act may challenge the right of a person exercising the right to vote by mail ballot on the grounds set out in section 126 up until 4:30 p.m. two (2) days before general voting day.

16. MAIL BALLOT ELECTOR'S NAME ALREADY USED

If, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the Chief Election Officer shall comply with section 127 of the Local Government Act.

17. REPLACEMENT OF SPOILED MAIL BALLOT

- (a) If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:
 - (i) advising the Chief Election Officer of the ballot spoilage; and
 - (ii) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.
- (b) Upon receipt of the spoiled ballot package, the Chief Election Officer shall, record such fact, and proceed in accordance with Part 13 of this bylaw so far as practicable within the applicable time limitations.

18. USE OF VOTING MACHINES

- (a) The Chief Election Officer may use an automated vote counting system for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.
- (b) The Chief Election Officer must conduct a test of the automated vote counting system before each local government election or other voting and must be satisfied that it is in good working order.
- (c) As soon as the test of the automated vote counting system is completed, the Chief Election Officer must secure the memory packs and ensure that they will remain secured until the election or other voting is complete.

19. AUTOMATED VOTING PROCEDURES

- (a) The presiding election official for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a vote counting unit is provided to an elector as soon as such elector enters the voting place and before a ballot is issued.
- (b) Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfilment of the requirements of the Local Government Act, shall then provide a ballot to the elector, a secrecy sleeve if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
- (c) Upon receiving a ballot the elector shall immediately proceed to a voting compartment to vote.
- (d) The elector may vote only by making an acceptable mark on the ballot:
 - (i) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - (ii) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

- (e) Once the elector has finished marking the ballot, the elector must either place the ballot into the secrecy sleeve, if one has been requested, or turn the ballot upside down and proceed to the vote counting unit, and under the supervision of the election official in attendance, insert the ballot directly from the secrecy sleeve, if applicable, into the vote counting unit without the acceptable marks on the ballot being exposed.
- (f) If, before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot, or if the ballot is returned by the vote counting unit, the elector may return to the voting compartment to correct the ballot or request a replacement ballot by informing the election official in attendance.
- (g) Upon being informed of the replacement ballot request, the presiding election official shall issue a replacement ballot to the elector and mark the returned ballot “spoiled” and shall retain all such spoiled ballots separately from all other ballots, and they shall not be counted.
- (h) If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election official shall, using the ballot return override procedure, reinsert the returned ballot into the vote counting unit to count any acceptable marks which have been made correctly.
- (i) Any ballot counted by the vote counting unit is valid and any acceptable marks contained on such ballots will be counted, subject to any determination made under a judicial recount.
- (j) Once the ballot has been inserted into the vote counting unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- (k) During any period that a vote counting unit is not functioning, the election official supervising the unit shall insert all ballots delivered by the electors during this time, into the storage ballot compartment, on the understanding that if the vote counting unit:
 - (i) becomes operational, or
 - (ii) is replaced with another vote counting unit, the ballots in the storage ballot compartment shall, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, shall be inserted into the vote counting unit to be counted.
- (l) Any ballots which were temporarily stored in the storage ballot compartment during a period when the vote counting unit was not functioning, which are returned by the vote counting unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the presiding election official, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.

20. ADVANCE VOTING OPPORTUNITY PROCEDURES

- (a) Unless the Chief Election Officer determines it is practical to use a portable ballot box, vote counting units and storage ballot compartments shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Part 19 of this Bylaw.

- (b) At the close of voting at each advance voting opportunity, the presiding election official in each case shall ensure that:
 - (i) that any portable ballot boxes are sealed and no additional ballots are inserted in the vote counting unit;
 - (ii) the storage ballot compartment is locked to prevent insertion of any ballots;
 - (iii) the results tapes in the vote counting unit are not generated; and
 - (iv) the memory pack of the vote counting unit is secured.
- (c) At the close of voting advance voting opportunity, the presiding election official shall:
 - (i) ensure that any ballots that may have been temporarily stored in the storage ballot compartment are inserted into the vote counting unit;
 - (ii) seal and secure the vote counting unit so that no more ballots can be inserted; and
 - (iii) deliver the vote counting unit together with the sealed memory pack and all other materials used in the election to the Chief Election Officer at election headquarters.

21. ADDITIONAL ADVANCE AND GENERAL VOTING OPPORTUNITY PROCEDURES

- (a) Unless the Chief Election Officer determines it is practical to use a vote counting unit and storage ballot compartments, a portable ballot box shall be used for:
 - (i) all additional general and additional advance voting opportunities established by the Chief Election Officer in accordance with this Bylaw and the Local Government Act.
- (b) The presiding election official appointed to attend at each additional general or advance voting opportunity shall proceed in accordance with Part 19 of this Bylaw as far as applicable except that the voted ballots shall be deposited into the portable ballot box supplied by the presiding election official if those are being used.
- (c) The presiding election official at an additional general or advance voting opportunity shall ensure that the portable ballot box is sealed and secured when not in use and, at the close of voting of any additional general or advance voting opportunity, the presiding election official shall seal the portable ballot box and return it together with all other election materials to the custody of the Chief Election Officer.
- (d) If a vote counting unit is in use at an additional general or advance voting opportunity, the presiding election official appointed to attend the additional voting opportunity shall follow the procedures outlined in Part 20 of this Bylaw as if it were an advance voting opportunity.

22. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

- (a) After the close of voting on general voting day, each presiding election official, except those responsible for advance and any additional general or advance voting opportunities, shall undertake all of the following, generally in the order stipulated:
 - (i) ensure that any ballots that may have been temporarily stored in the storage ballot compartment are inserted into the vote counting unit;
 - (ii) secure the vote counting unit so that no more ballots can be inserted;
 - (iii) generate two copies of the results tape from the vote counting unit;
 - (iv) telephone the result to election headquarters immediately;
 - (v) account for the unused, spoiled and voted ballots and place them, packaged, and sealed separately, together with the memory pack from the vote counting unit and one copy of the results tape, into the ballots and results box;
 - (vi) complete the ballot account and place the duplicate copy in the ballots and results box;

- (vii) seal the ballots and results box;
 - (viii) place the voting books, list of electors, the original copy of the ballot account, one copy of the results tape, completed registration cards, keys and all completed forms into the election materials box; and
 - (ix) deliver, or have available for pick-up, the sealed ballots and results box, vote counting unit and the election materials box, to the Chief Election Officer at election headquarters.
- (b) At the close of voting on general voting day, the Chief Election Officer shall direct the presiding election official for the advance voting opportunity, mail ballots and any additional general or advance voting opportunities where vote counting units were used, to proceed in accordance with Section 22(a)(i) to (viii) of this Bylaw.
- (c) All portable ballot boxes used in the election will be opened, under the direction of the Chief Election Officer, at the close of voting on general voting day and all ballots shall be removed and inserted into a vote counting unit to be counted, after which the provision of Section 22(a) (i) to (viii) as far as applicable, shall apply.
- (d) Upon the fulfilment of the provisions of Section 22(a) to (c) inclusive, the Chief Election Officer shall, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display in the Sunshine Coast Regional District Administration office, indicating the total results.

23. RECOUNT PROCEDURE

In in order to determine the results after the preliminary election results are announced, and at the sole discretion of the Chief Election Officer it is necessary or desirable to conduct a recount of the votes for any position on the Regional Board, a recount may be conducted under the direction of the Chief Election Officer by directing election officials for the unofficial recount to proceed generally in accordance with Section 22(a) (i) to (viii) of this Bylaw using the automated vote counting system and generally in accordance with the following procedure:

- (a) the memory packs of the applicable vote counting units to be used will be cleared.
- (b) a vote counting unit will be designated for each voting place.
- (c) all voted ballots for the applicable vote counting units will be removed from the sealed election materials boxes, except spoiled ballots or rejected ballots, and reinserted in the vote counting unit under the supervision of the Chief Election Officer.
- (d) any ballots returned by the vote counting unit during the recount process shall, through the use of the ballot return override procedure, be reinserted in the vote counting unit to ensure that any acceptable marks are counted; and
- (e) the Chief Election Officer shall tally the votes and communicate the total election results.

24. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

25. SEVERABILITY

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion may be severed and the remainder of the Bylaw will be deemed valid.

READ A FIRST TIME this	26 th	day of	May, 2022
READ A SECOND TIME this	26 th	day of	May, 2022
READ A THIRD TIME this	26 th	day of	May, 2022
ADOPTED this		day of	

CORPORATE OFFICER

CHAIR