



# SUNSHINE COAST REGIONAL DISTRICT



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

**THURSDAY, APRIL 11, 2019**

## **AGENDA**

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**CALL TO ORDER 1:30 p.m.**

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of March 28, 2019

Annex A  
Pages 1-12

### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Corporate and Administrative Services Committee recommendation Nos. 1-9 of March 28, 2019

Annex B  
pp 13-15

### **COMMUNICATIONS**

### **MOTIONS**

### **BYLAWS**

### **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), (i) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, and “the receipt of advice that is subject to solicitor-client privilege...”.

### **ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to May 10, 2019)

Planning and Community Development Committee	April 11 at 9:30 am
Regular Board	April 11 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	April 15 at 7:00 pm
Natural Resources Advisory Committee (NRAC)	April 17 at 3:30 pm
Infrastructure Services Committee	April 18 at 9:30 am
Policing Committee	April 18 at 1:30 pm
Transportation Advisory Committee	April 18 at 2:45 pm
Agricultural Advisory Committee (AAC)	April 23 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	April 23 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	April 23 at 7:00 pm
Egmont / Pender Harbour (Area A) Advisory Planning Commission	April 24 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	April 24 at 7:00 pm
Sunshine Coast Regional Hospital District	April 25 at 9:00 am
Corporate and Administrative Services Committee	April 25 at 9:30 am
Regular Board	April 25 at 1:30 pm
Special In Camera Corporate and Administrative Services Committee	April 30 at 9:30 am
Planning and Community Development Committee	May 9 at 9:30 am
Regular Board	May 9 at 1:30 pm

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

Association of Vancouver Island and Coastal Communities (AVICC) Convention	April 12 to 14
Public Hearing - Zoning Amendment Bylaw No. 310.180 (Toma) – Coopers Green Hall	April 16
Howe Sound Community Forum – Camp Fircom, Gambier Island	April 26

**Please note:** Meeting dates are current as of print date (April 5, 2019).



## SUNSHINE COAST REGIONAL DISTRICT

March 28, 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.

<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>	Acting Chief Administrative Officer	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
	Public	8

**CALL TO ORDER** 1:30 p.m.

**AGENDA** It was moved and seconded

087/19 THAT the agenda for the meeting be adopted as presented

**CARRIED**

### MINUTES

Minutes Correction **It was moved and seconded**

088/19 THAT the report titled Correction of March 14, 2019 Board Minutes be received;

AND THAT the previously adopted motion, of March 14, 2019, Recommendation No. 11 of Resolution 074/19, be amended to read:

THAT the report titled 2019 R2 Budget Proposals for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2019 Budget:

088/19 cont.

- Budget Proposal 4 – Raw Water Reservoir (Phase 3), \$350,000 from Development Cost Charges;
- Budget Proposal 5 – Senior Utility Technician, additional 0.4 FTE, funded \$18,895 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$55,675;
- Budget Proposal 6 – Utility Engineering Technician, additional 1.0 FTE, funded \$37,034 (anticipated Q3 2019 start) through User Fees for 2019, and future base budget increase \$88,176;
- Budget Proposal 7 – Utility Operations Assistant, additional 0.4 FTE, funded \$20,907 (anticipated Q2 2019 start) through User Fees for 2019, and future base budget increase to \$27,875.

**CARRIED**

Minutes

**It was moved and seconded**

089/19

THAT the Regular Board meeting minutes of March 14, 2019 be adopted as amended.

**CARRIED**

## PRESENTATIONS AND DELEGATIONS

*Jeri Patterson of West Sechelt addressed the Board regarding SCRD Water Rates and Regulations Bylaw No. 422 and its implications for water use for food production.*

*The Chair thanked Ms. Patterson for her presentation.*

## REPORTS

Planning

**It was moved and seconded**

090/19

THAT Planning and Community Development Committee recommendation Nos. 1-4, 6-13, 15-21 and 23 of March 14, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Salish Sea Nearshore Habitat Recovery Project in Sechelt Inlet*

THAT the report titled Habitat Survey Report Sechelt Inlet, Salish Sea Nearshore Recovery Project provided by the SeaChange Marine Conservation Society be received.

**Recommendation No. 2**     *Secret Cove Heights Development Inc. Delegation Materials*

THAT the delegation materials provided by Nicole Huska, Secret Cove Heights Development Inc. be received.

090/19 cont.

**Recommendation No. 3** *Halfmoon Bay OCP Amendment for Remainder District Lot 2392 (Secret Cove Heights Development)*

THAT the report titled Introduction of Proposed Halfmoon Bay Official Community Plan Amendment for Remainder District Lot 2392 (Secret Cove Heights Development) – Electoral Area B be received;

AND THAT the staff report be referred to the Halfmoon Bay Advisory Planning Commission for comment and all other Electoral Area Advisory Planning Commissions for information;

AND FURTHER THAT the applicant, with the support of SCR D staff, hold a Public Information Meeting regarding the application, proposed Rural Dynamic Zone and implications.

**Recommendation No. 4** *Crown Lease Eligibility of Sunshine Coast Conservation Association Educational Forest Proposal for DL1313*

THAT the report titled Crown Lease Eligibility of Sunshine Coast Conservation Association Educational Forest Proposal for DL1313 be received.

**Recommendation No. 6** *Roberts Creek OCP Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Zoning Amendment Bylaw No. 310.182 for Subdivision of Remainder District Lot 1312 – Electoral Area D be received;

AND THAT the following bylaws be forwarded to the Board for consideration of First Reading:

a. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11;*  
and

b. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182;*

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182* be referred to the following agencies for the opportunity of early and ongoing consultation:

- a. *Skwxwú7mesh Nation;*
- b. *Roberts Creek and Elphinstone Advisory Planning Commissions;*
- c. *Ministry of Transportation and Infrastructure;*
- d. *Agricultural Land Commission;*
- e. *School District No. 46;*
- f. *Vancouver Coastal Health;*

090/19 cont.

- g. BC Hydro;
- h. Roberts Creek Volunteer Fire Department; and
- i. Roberts Creek Official Community Plan Committee;

AND FURTHER THAT a Public Information Meeting be held with respect to Bylaw Nos. 641.11 and 310.182.

**Recommendation No. 7**     *Zoning Amendment Bylaw No. 310.180, 2018 - Toma Subdivision*

THAT the report titled Zoning Amendment Bylaw No. 310.180, 2018 Consideration for Second Reading and Scheduling of a Public Hearing - Toma Subdivision be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* be forwarded to the Board for Second Reading;

AND THAT a Public Hearing to consider the bylaws be scheduled for April 16, 2019 at 7:00 p.m. at Coopers Green Hall, located at 5500 Fisherman Road, Halfmoon Bay, BC;

AND FURTHER THAT Director Lee be delegated as the Chair and Director Pratt be delegated as the Alternate Chair for the Public Hearing.

**Recommendation No. 8**     *Roberts Creek OCP Amendment Bylaw No. 641.12, 2019 and Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd)*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) Consideration of First Reading – Electoral Area D be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* be forwarded to the Board for First Reading;

AND THAT *Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019* be forwarded to the Board for First Reading;

AND THAT pursuant to Section 475 of the *Local Government Act* the bylaws be referred to the following agencies for the opportunity of early and on-going consultation:

- a. Roberts Creek Advisory Planning Commission;
- b. Roberts Creek Volunteer Fire Department;
- c. Skwxwú7mesh Nation;
- d. Ministry of Transportation & Infrastructure;
- e. Vancouver Coastal Health; and
- f. Roberts Creek Official Community Plan Committee;

090/19 cont. AND FURTHER THAT a Public Information Meeting be held with respect to Bylaw Nos. 641.12 and 310.185 prior to consideration of Second Reading.

**Recommendation No. 9** *Egmont / Pender Harbour OCP Amendment Bylaw No. 432.33, 2017 and Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 (West Coast Wilderness Lodge)*

THAT the report titled Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017 and Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017 (West Coast Wilderness Lodge) – Consideration for Third Reading and Adoption be received;

AND THAT *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017* be forwarded to the Board to rescind Third Reading, amend the bylaw to be applicable to *Egmont/Pender Harbour Official Community Plan Amendment Bylaw No. 708*, be given Third Reading as amended and adopted to reflect that *Bylaw No. 708* is amended to re-designate the subject property from Industrial to Tourist Commercial;

AND FURTHER THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017* be forwarded to the Board for Adoption.

**Recommendation No. 10** *Public Participation Phase 2 Suncoaster Trail Design*

THAT the report titled Public Participation Phase 2 Suncoaster Trail Design be received.

**Recommendation No. 11** *SCRD Building Bylaw No. 687 Amendments*

THAT the staff report titled SCR D Building Bylaw No. 687 Housekeeping Amendments be received;

AND THAT *SCR D Building Bylaw No. 687* be amended to incorporate the 2018 BC Building Code, revised climatic data values and updated legislative references and be forwarded to the Board for Readings and Adoption.

**Recommendation No. 12** *RFP 18 358 Roof Replacement at Frank West Hall & Cliff Mahlman Fire Hall Award Report*

THAT the staff report titled RFP 18 358 Roof Replacement at Frank West Hall & Cliff Mahlman Fire Hall Award Report be received;

AND THAT SCR D enter into a contract with Nelson Roofing and Sheet Metal Ltd. for the roof replacement at Frank West Hall and Cliff Mahlman Fire Hall, as described in RFP 18 358 for up to \$167,800 (excluding GST);

090/19 cont.

AND THAT the project budget be increased from \$150,000 to \$185,000 with funding sources of \$17,500 from [650] Community Parks reserves and \$17,500 from [210] Gibsons and District Volunteer Fire Department reserves;

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

**Recommendation No. 13** *National Emergency Stockpile System (NESS) Storage at Elphinstone Secondary Memorandum of Understanding*

THAT the staff report titled National Emergency Stockpile System (NESS) Storage at Elphinstone Secondary Memorandum of Understanding be received;

AND THAT the delegated authorities be authorized to execute the Memorandum of Understanding.

**Recommendation No. 15** *Policing Committee Minutes of January 24, 2019*

THAT the Policing Committee minutes of January 24, 2019 be received;

AND THAT the recommendation contained therein be acted upon as follows:

**Recommendation No. 3** *Sunshine Coast Policing Committee Terms of Reference*

*The Sunshine Coast Policing Committee recommended that the report titled Sunshine Coast Policing Committee Terms of Reference be received;*

*AND THAT Sunshine Coast Policing Committee Terms of Reference be amended as follows:*

- *Replace “Community Services Committee” with “Planning and Community Development Committee” (section 2.1.5);*
- *Amend section 3.1.1 (c) iii. to “Council members (2), District of Sechelt” to reflect the addition of a second appointee to the SCRD Board from the District of Sechelt;*
- *Update meeting frequency to “quarterly” (section 4.1);*
- *Update reference to SCRD Procedures Bylaw No. 717 (section 5.1);*

AND FURTHER THAT the Sunshine Coast Policing Committee Terms of Reference be added to the next Policing Committee Agenda for review with focus on the non-voting members.



090/19 cont.      **Recommendation No. 16**      *Transportation Advisory Committee Minutes of January 24, 2019*

THAT the Transportation Advisory Committee minutes of January 24, 2019 be received;

AND THAT the recommendations contained therein be acted upon as follows:

**Recommendation No. 2**      *Transportation Advisory Committee Terms of Reference*

*THAT the report titled Transportation Advisory Committee Terms of Reference be received for information;*

*AND THAT the meeting frequency be amended to “quarterly” (Section 4.1);*

*AND THAT the RCMP be added as a non-voting member (Section 3.1.2);*

*AND FURTHER THAT the Terms of Reference be brought back to the next TAC meeting for discussion.*

**Recommendation No. 4**      *Park and Ride Options*

*THAT staff report to a future TAC meeting regarding the current short, medium and long term plans and temporary options to create Park and Ride locations on the Sunshine Coast and examine the role and authority of the Regional District and other stakeholders.*

**Recommendation No. 17**      *Area A APC Minutes of January 30, 2019*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of January 30, 2019 be received.

**Recommendation No. 18**      *Area D APC Minutes of February 18, 2019*

THAT the Roberts Creek Advisory Planning Commission minutes of February 18, 2019 be received.

**Recommendation No. 19**      *Area F APC Minutes of February 26, 2019*

THAT the West Howe Sound Advisory Planning Commission minutes of February 26, 2019 be received.

**Recommendation No. 20**      *Area A APC Minutes of February 27, 2019*

THAT the Egmont/Pender Harbour Advisory Planning Commission minutes of February 27, 2019 be received.

090/19 cont.      **Recommendation No. 21**    *Area E APC Minutes of February 27, 2019*

THAT the Elphinstone Advisory Planning Commission minutes of February 27, 2019 be received.

**Recommendation No. 23**    *Correspondence from Sunshine Coast Highway 101 Committee*

THAT the correspondence from Robin Merriott, on behalf of the Sunshine Coast Highway 101 Committee regarding letter of support for construction of a new highway be received;

AND THAT the correspondence from the Sunshine Coast Highway 101 Committee be referred to the Transportation Advisory Committee.

**CARRIED**

Planning            **It was moved and seconded**

091/19            THAT Planning and Community Development Committee recommendation No. 22 of March 21, 2019 be received, adopted and acted upon as amended, as follows:

**Recommendation No. 22**    *AAC Minutes of February 26, 2019*

THAT the Agricultural Advisory Committee minutes of February 26, 2019 be received;

*AND THAT staff contact the Farmers' Institute to seek an application for a representative to be appointed to the Agricultural Advisory Committee.*

**CARRIED**

Infrastructure      **It was moved and seconded**

092/19            THAT Infrastructure Services Committee recommendation Nos. 1-4 of March 21, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1**    *Drought Management Plan*

THAT the report titled Drought Management Plan be received;

AND THAT a report be provided that reviews the water restriction stages in other communities and looks to further restrict water uses starting at Stage 1 in the Drought Management Plan, except for food production, and also includes a review of the penalties for infractions in other communities.

**Recommendation No. 2**    *Drought Management Plan Communications*

THAT staff report to an April 2019 Committee on an updated Communications Plan with respect to the Drought Management Plan.

092/19 cont.            **Recommendation No. 3**     *Custom Transit Service Update*

THAT the report titled Custom Transit Service Update be received for information.

**Recommendation No. 4**     *RFP 18 334 Contract Award Curbside Garbage Collection Service*

THAT the report titled RFP 18 334 Contract Award Curbside Garbage Collection Service be received;

AND THAT the contract for Curbside Garbage Collection Service be awarded to Waste Management in the amount up to \$2,316,490 (plus GST);

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

**CARRIED**

Infrastructure            **It was moved and seconded**

093/19                    THAT Infrastructure Services Committee recommendation No. 5 of March 21, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 5**     *Water Governance*

THAT the Town of Gibsons be requested to initiate discussion around a water governance model for the Sunshine Coast.

**CARRIED**

**BYLAWS**

Bylaw 687.2            **It was moved and seconded**

094/19                    THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.2, 2019* be read a first time.

**CARRIED**

Bylaw 687.2            **It was moved and seconded**

095/19                    THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.2, 2019* be read a second time.

**CARRIED**

Bylaw 687.2            **It was moved and seconded**

096/19                    THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.2, 2019* be read a third time.

**CARRIED**

Bylaw 687.2           **It was moved and seconded**

097/19                THAT *Sunshine Coast Regional District Building Amendment Bylaw No. 687.2, 2019* be adopted.

**CARRIED**

Bylaw 721           **It was moved and seconded**

098/19                THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 721, 2019* be read a first time.

**CARRIED**

Bylaw 721           **It was moved and seconded**

099/19                THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 721, 2019* be read a second time.

**CARRIED**

Bylaw 721           **It was moved and seconded**

100/19                THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 721, 2019* be read a third time.

**CARRIED**

Bylaw 721           **It was moved and seconded**

101/19                THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 721, 2019* be adopted.

**CARRIED**

Bylaw 641.11       **It was moved and seconded**

102/19                THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.11, 2019* be read a first time.

**CARRIED**

*Director McMahon opposed*

Bylaw 310.182       **It was moved and seconded**

103/19                THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.182, 2019* be read a first time.

**CARRIED**

*Director McMahon opposed*

Bylaw 310.180 **It was moved and seconded**

104/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* be read a second time.

**CARRIED**

Bylaw 641.12 **It was moved and seconded**

105/19 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019* be read a first time.

**CARRIED**

Bylaw 310.185 **It was moved and seconded**

106/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019* be read a first time.

**CARRIED**

Bylaw 432.33 **It was moved and seconded**

107/19 THAT third reading of *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017* be rescinded.

**CARRIED**

Bylaw 432.33 **It was moved and seconded**

108/19 THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017* be read a third time as amended.

**CARRIED**

Bylaw 432.33 **It was moved and seconded**

109/19 THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 432.33, 2017* be adopted.

**CARRIED**

Bylaw 337.114 **It was moved and seconded**

110/19 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.114, 2017* be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

**IN CAMERA                    It was moved and seconded**

111/19                    THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (g), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “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 meeting recessed at 2:44 p.m.*

*The Board meeting reconvened and moved In Camera at 4:02 p.m.*

*The Board moved out of In Camera at 5:04 p.m.*

**CAO Recruitment            It was moved and seconded**

112/19                    THAT staff provide proposals and quotes for an external recruitment firm to manage the Chief Administrative Officer recruitment process to be presented to a future In Camera Committee for consideration.

**CARRIED**

**ADJOURNMENT            It was moved and seconded**

113/19                    THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:04 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

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

\_\_\_\_\_

Chair

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

**March 28, 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

<b>PRESENT:</b>	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz T. Lamb L. Lee D. McMahon L. Pratt
<b>ALSO PRESENT:</b>	Acting Chief Administrative Officer	A. Legault
	G. M., Corporate Services / Chief Financial Officer	T. Perreault
	G. M., Planning and Community Development	I. Hall (Part)
	Recording Secretary	T Crosby
	Media	1
	Public	1

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

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

**REPORTS**

**Recommendation No. 1**        *Electoral Area Service Standing Committee*

The Corporate and Administrative Services Committee recommended that the topic of an Electoral Area Services Standing Committee be revisited in the second quarter of 2020.

**Recommendation No. 2**        *Resolutions for 2019 Association of Vancouver Island and Coastal Communities Annual General Meeting and Convention*

The Corporate and Administrative Services Committee recommended that the report titled Speaking to Resolutions at the 2019 Association of Vancouver Island and Coastal Communities (AVICC) Annual General Meeting (AGM) and Convention be received;

AND THAT the following Directors be designated as spokesperson for resolutions forwarded to 2019 AVICC AGM and Convention:

- 1) Parking Enforcement in Rural Areas – Director Lee;
- 2) Logging in the Urban Interface – Director McMahon;
- 3) Climate Emergency Declaration – Director Tize;
- 4) Intergovernmental Collaboration on Land Use Planning – Director Pratt.

**Recommendation No. 3**     *Request for Proposal 18 372 Janitorial Services*

The Corporate and Administrative Services Committee recommended that the report titled RFT 18 372 Janitorial Services (Sechelt Aquatic Centre) Contract Award Report be received;

AND THAT Sunshine Coast Regional District (SCRD) enter into a 3-year agreement with Tricom Building Maintenance Ltd. for janitorial services for up to a total value of \$298,017 (plus GST);

AND THAT the Community Recreation [615] operating budget be increased by \$24,108 in 2019 funded from operating reserves;

AND FURTHER THAT the 2019-2023 Financial Plan be amended to reflect updated contract values.

**Recommendation No. 4**     *Grants Status Update*

The Corporate and Administrative Services Committee recommended that the report titled Grants Status Update be received for information.

**Recommendation No. 5**     *Board Procedures Bylaw Review*

The Corporate and Administrative Services Committee recommended that the report titled Board Procedures Bylaw Review be received;

AND THAT Section 10(1) of Bylaw 717 be amended as follows:

- add wording – ...will prepare an agenda before every regular meeting of the Board, *for review by the Chair and approval by the Chief Administrative Officer or the Chief Administrative Officer's designate, setting out all items...*

**Recommendation No. 6**     *Board Procedures Bylaw Review*

The Corporate and Administrative Services Committee recommended that staff seek legal advice on adding Public Inquiries into both Committee and Board agendas and the potential impact to any decisions made on agenda items and of the implications and location of adding Land Acknowledgement.



**Recommendation No. 7**     *Board Procedures Bylaw Review*

The Corporate and Administrative Services Committee recommended that the reference to In Camera in the Order of Proceedings outlined in Bylaw No. 717 be replaced with Closed meeting.

**Recommendation No. 8**     *Board Procedures Bylaw Review*

The Corporate and Administrative Services Committee recommended that staff provide alternative wording for Section 14(3) of Bylaw 717;

AND THAT staff review Section 25 and provide recommendations on the online posting of Committee, Commission, and Advisory Committee meeting agendas.

*The Committee recessed at 11:07 a.m. and reconvened at 11:16 a.m.*

**Recommendation No. 9**     *Rural Areas' Grant-in-Aid Review Committee Terms of Reference*

The Corporate and Administrative Services Committee recommended that the report titled Rural Areas' Grant-in-Aid Review Committee Terms of Reference be received;

AND THAT the Rural Areas' Grant-in-Aid Review Committee Terms of Reference be approved as amended with modification to 3.1 (b) *Up to* four (4) volunteer members.

*The Committee recessed at 11:37 a.m. and reconvened at 11:38 a.m.*

**IN CAMERA**

*The Committee moved In-Camera at 11:38 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c) of the *Community Charter* – “labour relations or other employee relations”.

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

**ADJOURNMENT**                      12:14 p.m.

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Committee Chair