



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, JUNE 13, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of May 23, 2019

Annex A
Pages 1-14

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Corporate and Administrative Services Committee recommendation Nos. 1-4, 7-9 and 11 of May 23, 2019 (*recommendation Nos. 5, 6 and 10 previously adopted*)

Annex B
pp 15-20

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), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “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 July 15, 2019)

Agricultural Advisory Committee (AAC)	June 11 at 3:30 pm
Planning and Community Development Committee	June 13 at 9:30 am
Regular Board	June 13 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	June 17 at 7:00 pm
Egmont/Pender Harbour (Area A) Advisory Planning Commission	June 19 at 7:00 pm
Infrastructure Services Committee	June 20 at 9:30 am
Halfmoon Bay (Area B) Advisory Planning Commission	June 25 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	June 25 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	June 26 at 7:00 pm
Corporate and Administrative Services Committee	June 27 at 9:30 am
Regular Board	June 27 at 1:30 pm
Planning and Community Development Committee	July 11 at 9:30 am
Regular Board	July 11 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	July 15 at 7:00 pm

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

Public Hearing – Zoning Amendment Bylaw No. 310.184 and Zoning Amendment Bylaw No. 337.118 (Short-term rentals)	June 18
Public Hearing – Roberts Creek Official Community Plan Bylaw No. 641.10 and Zoning Amendment Bylaw No. 310.179 (Topping Subdivision)	July 9

Please note: Meeting dates are current as of print date (June 7, 2019).



SUNSHINE COAST REGIONAL DISTRICT

May 23, 2019

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

PRESENT:	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers D. Croal (Alt) T. Lamb
ALSO PRESENT:	Interim 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	1

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

155/19 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes It was moved and seconded

156/19 THAT the Regular Board meeting minutes of May 9, 2019 be adopted.

CARRIED

REPORTS

Planning It was moved and seconded

157/19 THAT Planning and Community Development Committee recommendation Nos. 1-21 of May 9, 2019 be received, adopted and acted upon as follows:

157/19 cont.

Recommendation No. 1 *Sunshine Coast Community Solar Association Delegation*

THAT the delegation materials received from the Sunshine Coast Community Solar Association regarding Opportunities for Growing Renewable Energy on the Sunshine Coast be received;

AND THAT the Sunshine Coast Community Solar Association report titled Opportunities for Growing Renewable Energy on the Sunshine Coast be referred to staff and that a report be provided to a future Committee meeting.

Recommendation No. 2 *Chinook Swim Club Facility Rental Requests*

THAT the report titled Chinook Swim Club Facility Rental Requests be received;

AND THAT staff coordinate with the Chinook Swim Club using the current Pool Lane Policy to schedule whole-pool special events and to schedule additional lane access;

AND THAT Community Recreation Facilities Fees & Charges Bylaw 599 be amended to establish a youth pool lane/pool rental rate;

AND FURTHER THAT a 2020 Budget Proposal be prepared to support engineering and staffing required to reschedule the annual maintenance shutdown of the Sechelt Aquatic Centre from June to May.

Recommendation No. 3 *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118 – Short Term Rental Accommodation Regulations*

THAT the report titled Zoning Amendment Bylaws No. 310.184 and 337.118 for Short Term Rental Accommodation Regulations - Consideration of Second Reading and Public Hearing be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018 and Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018* be forwarded to the Board for Second Reading;

AND THAT a Public Hearing to consider the bylaws be scheduled for June 18, 2019 at 7:00 p.m. at the Seaside Centre, 5790 Teredo Street, Sechelt, BC;

AND THAT Director Pratt be delegated as the Chair and Director Siegers be delegated as the Alternate Chair for the Public Hearing with all other Electoral Area directors in attendance;

AND FURTHER THAT all Advisory Planning Commissions be notified of the Public Hearing.

157/19 cont.

Recommendation No. 4 *Frontage Waiver FRW00002 (Powell)*

THAT the report titled Frontage Waiver FRW00002 (Powell) – Electoral Area B be received;

AND THAT the requirement for 10 per cent perimeter road frontage for the proposed creation of Lots 1 and 2 in the subdivision of Lot 5 Block 7 District Lot 1325 Plan 7892 be waived.

Recommendation No. 5 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd)*

THAT the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Second Reading and Public Hearing be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018* be forwarded to the Board for Second Reading;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* is considered consistent with the SCRD's 2019-2023 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the bylaws be scheduled for July 9, 2019 at 7:00 p.m. in the Roberts Creek Community Hall, located at 1309 Roberts Creek Road, Roberts Creek, BC;

AND FURTHER THAT Director Hiltz be delegated as the Chair and Director Tize be delegated as the Alternate Chair for the Public Hearing.

Recommendation No. 6 *Consultation process for BCTS Licence A91376 (Reed Road)*

THAT the report titled Consultation process for BC Timber Sales Licence A91376 (Reed Road) be received;

AND THAT the staff report be referred to the following organizations for comment on a public participation process:

- Skwxwú7mesh Nation
- Town of Gibsons
- Natural Resources Advisory Committee
- Elphinstone Advisory Planning Commission
- Agricultural Advisory Committee;

157/19 cont. AND THAT feedback from stakeholders on a public participation process be invited;

AND THAT staff be directed to request funding assistance from the Province for the consultation process;

AND FURTHER THAT an update report including financial implications be provided to a future Committee.

Recommendation No. 7 *Regional Inter-jurisdictional Invasive Plant Management Strategy*

THAT the report titled Regional Inter-jurisdictional Invasive Plant Management Strategy be received;

AND THAT the staff report be referred to members of the Invasive Species Technical Working Group with a request for identification of priorities and collaboration opportunities;

AND THAT the staff report be referred to the following agencies, with a request for identification of priorities:

- all Advisory Planning Commissions
- Natural Resources Advisory Committee
- Agricultural Advisory Committee
- Town of Gibsons
- District of Sechelt
- Roberts Creek Official Community Plan Committee
- Gibsons Garden Club
- Sunshine Coast Botanical Garden Society

AND THAT staff engage the Coastal Invasive Species Council in dialogue about partnership opportunities;

AND FURTHER THAT a report be provided to a Q4 Committee on invasive plant management actions.

Recommendation No. 8 *Harbour Authority of Pender Harbour Sewage Treatment System - Licence Agreement Renewal*

THAT the report titled Harbour Authority of Pender Harbour Sewage Treatment System - Licence Agreement Renewal be received;

AND THAT the revised licence agreement with the Harbour Authority of Pender Harbour be approved with a five year term effective the date of signing;

157/19 cont. AND FURTHER THAT the Delegated Authorities be authorized to sign the licence agreement.

Recommendation No. 9 *Whispering Firs Park Name Change*

THAT the report titled Whispering Firs Park Name Change Request Follow up Report be received;

AND THAT the name Whispering Firs Park be retained.

Recommendation No. 10 *Ports Monitors Committee Meeting Notes of July 11, 2018*

THAT the Ports Monitors Committee Meeting Notes of July 11, 2018 be received.

Recommendation No. 11 *Sunshine Coast Policing Committee Minutes of April 18, 2019*

THAT the Sunshine Coast Policing Committee Minutes of April 18, 2019 be received;

AND THAT the Recommendation Nos. 2, 3 and 7 be adopted and acted upon as follows:

Recommendation No. 2 *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 the Sunshine Coast Policing Committee Terms of Reference be amended to remove the following non-voting members from Section 3.1.2:

- g) Crimestoppers
- h) Gibsons Citizens on Patrol
- i) Sechelt Citizens on Patrol
- k) Halfmoon Bay Citizens Association
- l) Roberts Creek Community Association
- m) Elphinstone Electors Community Association

AND FURTHER THAT the Sunshine Coast Policing Committee Terms of Reference Section 3.1.3 be amended to add a sub-section c) as follows:

157/19 cont.

c) Representatives of other community and/or service organizations such as, but not limited to RainCity and Sunshine Coast Community Services Society may attend the meetings as resource persons and may, upon approval of the Board, be appointed as non-voting members.

Recommendation No. 3 *Sunshine Coast Policing and Public Safety Committee*

The Sunshine Coast Policing Committee recommended that the Sunshine Coast Policing Committee be renamed Sunshine Coast Policing and Public Safety Committee.

Recommendation No. 7 *Mental Health Delegation Invitation*

The Sunshine Coast Policing Committee recommended that staff contact Vancouver Coastal Health and request a presentation on the relationship between mental health and policing at the next meeting.

AND FURTHER THAT the minutes be amended as follows:

- Roundtable: "Speeding in the Cedar Grove school area".

Recommendation No. 12 *Transportation Advisory Committee Minutes of April 18, 2019*

THAT the Transportation Advisory Committee Minutes of April 18, 2019 be received;

AND THAT the Recommendation Nos. 2 and 6 be adopted and acted upon as follows:

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

The Transportation Advisory Committee recommended that the report titled Transportation Advisory Committee Terms of Reference be received;

AND THAT one representative from Sunshine Coast Tourism be added as a non-voting member to the Terms of Reference;

AND THAT reference to SCRD Manager of Transportation and Facilities be updated to Manager of Transit and Fleet;

AND THAT one representative from the Southern Sunshine Coast Ferry Advisory Committee be added as a voting member to the Terms of Reference;

157/19 cont.

AND FURTHER THAT Duties/Mandate 2.1 d) be amended to read "Encourage consultation and collaboration on a broad range of transportation issues, initiatives and long term strategic planning on the Sunshine Coast."

Recommendation No. 6 *Sunshine Coast 101 Committee Letter*

The Transportation Advisory Committee recommended that correspondence from Robin Merriott, Sunshine Coast 101 Committee regarding letter of support to construct a highway be received;

AND THAT the letter be brought forward to a future Infrastructure Services Committee meeting for further discussion.

AND FURTHER THAT the minutes be amended to clarify:

- Discussion: "District of Sechelt – owners donating parts of road back to the District, *in return for a charitable tax receipt*"
- Roundtable: "Road painting is contracted out: centre, lane and fog lines are repainted every year *on Highway 101*"

Recommendation No. 13 *Area A APC Minutes of April 24, 2019*

THAT the Egmont/ Pender Harbour Advisory Planning Commission minutes of April 24, 2019 be received.

Recommendation No. 14 *Area B APC Minutes of April 23, 2019*

THAT the Halfmoon Bay Advisory Planning Commission minutes of April 23, 2019 be received.

Recommendation No. 15 *Area D APC Minutes of April 15, 2019*

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

Recommendation No. 16 *Area E APC Minutes of April 24, 2019*

THAT the Elphinstone Advisory Planning Commission minutes of April 24, 2019 be received.

Recommendation No. 17 *Area F APC Minutes of April 23, 2019*

THAT the West Howe Sound Advisory Planning Commission minutes of April 23, 2019 be received.

Recommendation No. 18 *AAC Minutes of April 23, 2019*

THAT the Agricultural Advisory Committee minutes of April 23, 2019 be received.

157/19 cont. AND THAT Recommendation No. 3 be adopted and acted upon as follows:

Recommendation No. 3 *Agricultural Land Commission*

The Agricultural Advisory Committee recommended that the SCRD Board be formally requested to invite MLA, Nicholas Simons as a member of the Select Standing Committee on Agriculture, Fish and Food to speak to the Agricultural Advisory Committee and SCRD Board about the future of agriculture on the Sunshine Coast.

Recommendation No. 19 *Correspondence regarding Horseshoe Bay Terminal Development Plan Engagement*

THAT the correspondence from BC Ferries – Key Stakeholder Update, dated April 10, 2019 regarding Horseshoe Bay Terminal Development Plan Engagement be received;

AND THAT the correspondence from BC Ferries be referred to the Transportation Advisory Committee for information.

Recommendation No. 20 *Correspondence regarding \$10 a Day Child Care Campaign*

THAT the correspondence from Sharon Gregson, dated April 23, 2019 regarding \$10 a Day Child Care Campaign be received.

Recommendation No. 21 *Correspondence regarding VCH Referral Response to Proposed Logging in District Lot 1313*

THAT the correspondence from Darren Molder, Senior Environmental Health Officer/ Drinking Water Officer and Geoff McKee, Medical Health Officer, Vancouver Coastal Health, dated April 24, 2019 regarding VCH Referral Response to Proposed Logging in District Lot 1313 be received.

CARRIED

Infrastructure **It was moved and seconded**

158/19 THAT Infrastructure Services Committee recommendation Nos. 2 and 4-11 of May 16, 2019 be received, adopted and acted upon as follows:

Recommendation No. 2 *Green Waste Collection*

THAT staff provide a report on green waste collection to a future Committee that identifies benefits, financial implications and an analysis of the impact to the current residential green waste drop-off service.

Recommendation No. 4 *Regional Diversion – Annual Update*

THAT the report titled Regional Diversion – Annual Update be received.

158/19 cont.

Recommendation No. 5 *Updated Lifespan and Options to Extend the Lifespan of Existing Landfill*

THAT the report titled Updated Lifespan and Options to Extend the Lifespan of Existing Landfill be received;

AND THAT a report on the feasibility and financial implications of adding the use of a waste baler and/or shredder to the current Sechelt Landfill Operations contract be provided to a future Committee.

Recommendation No. 6 *Process for Siting a New Landfill*

THAT the report titled Process for Siting a New Landfill be received;

AND THAT a budget proposal for an analysis of Solid Waste disposal options be developed for the 2020 budget process.

Recommendation No. 7 *Process for Siting a New Landfill*

THAT staff prepare a Request For Proposal for the analysis of Solid Waste disposal options and release for tendering as soon as appropriate.

Recommendation No. 8 *Managing Growth to Address Water Supply Deficit*

THAT the report titled Managing Growth to Address Water Supply Deficit be received for information;

AND THAT staff prepare a list of actionable initiatives to incentivize and/or regulate the conservation of water in new and existing developments including xeriscaping, rain and grey water recycling;

AND FURTHER THAT staff reach out to other local governments to consider water conservation initiatives that could be used in the region.

Recommendation No. 9 *Managing Growth to Address Water Supply Deficit*

THAT the report titled Managing Growth to Address Water Supply Deficit be referred to the June Infrastructure Services Committee meeting for further discussion.

Recommendation No. 10 *Universal Water Metering Program Update*

THAT the report titled Universal Water Metering Program be received;

AND THAT Option 1 – hold another AAP when additional water supply sources are confirmed to authorize long term borrowing to support the financing of both the development of the Church Road well field and the Phase 3 water meter installation project be approved.

158/19 cont. **Recommendation No. 11** *2019-2020 BC Transit Annual Operating Agreement (AOA)*

THAT the report titled 2019-2020 BC Transit Annual Operating Agreement (AOA) be received;

AND THAT the delegated authorities be authorized to execute the 2019-2020 BC Transit AOA.

CARRIED

Infrastructure **It was moved and seconded**

159/19 THAT Infrastructure Services Committee recommendation No. 1 of May 16, 2019 be received, adopted and acted upon as follows:

Recommendation No. 1 *Weekly Residential Food Waste Collection Considerations*

THAT the report titled Weekly Residential Food Waste Collection Considerations be received;

AND THAT staff proceed with a Request for Proposal (RFP) for weekly curbside food waste collection that includes a bin of approximately 46 L with wheels and a locking mechanism, a starter kit, a collection App and does not include a kitchen catcher.

Chair Pratt opposed

CARRIED

Infrastructure **It was moved and seconded**

160/19 THAT Infrastructure Services Committee recommendation No. 3 of May 16, 2019 be received, adopted and acted upon as follows:

Recommendation No. 3 *Organics Collection Opt-Out Program Considerations*

THAT the report titled Organics Collection Opt-Out Program Considerations be received.

CARRIED

Corporate **It was moved and seconded**

161/19 THAT Corporate and Administrative Services Committee recommendation Nos. 5, 6 and 10 of May 23, 2019 be received, adopted and acted upon as follows:

161/19 cont.

Recommendation No. 5 *E-Comm Emergency Co-Location Agreements for 9-1-1 Fire Service*

THAT the report titled E-Comm Emergency Co-Location Agreements for 9-1-1 Fire Service be received;

AND THAT the delegated authorities execute the E-Comm Emergency Co-Location Agreements for 9-1-1 Fire Service at 650 West Georgia Street (VDT) and 2725 Melfa Road, UBC (VUB).

Recommendation No. 6 *Support for Application to Housing Needs Assessment Program*

THAT the report titled Support for Application to Housing Needs Assessment Program be received;

AND THAT the Sunshine Coast Regional District (SCRD) Board supports an application for the Housing Needs Reports Program grant through the Ministry of Municipal Affairs and Housing;

AND FURTHER THAT the SCRD Board supports the Town of Gibsons to apply for, receive and manage the grant funding on its behalf.

Recommendation No. 10 *RFP 19 376 Contract Award Wood Waste Processing*

THAT the report titled Request for Proposal (RFP) 19 376 Contract Award Wood Waste Processing be received;

AND THAT the contract for Wood Waste Processing be awarded to Salish Environmental Group Inc. in the amount of up to \$510,750 (plus GST);

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

CARRIED

CAO Report

It was moved and seconded

162/19

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

CARRIED

BYLAWS

Bylaw 310.184

It was moved and seconded

163/19

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.184, 2018* be read a second time.

CARRIED

Bylaw 337.118 **It was moved and seconded**

164/19 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.118, 2018* be read a second time.

CARRIED

Bylaw 641.10 **It was moved and seconded**

165/19 THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* be read a second time.

CARRIED

Bylaw 310.179 **It was moved and seconded**

166/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018* be read a second time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:36 p.m.

IN CAMERA It was moved and seconded

167/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board moved out of In Camera at 3:04 p.m.

2019 Grant-in-Aid **It was moved and seconded**

168/19 THAT the 2019 Rural Areas' Grant-in-Aid funding be approved as follows:

British Columbia Conservation Foundation (BCCF) for Sunshine Coast Wildlife Project (SCWP)	\$2,200.00
Coast Mountain Bike Trail Association	\$1,700.00
Coast Recital Society (The)	\$500.00
Coast Rogue Arts Society	\$2,000.00

168/19 cont.

Coasting Along Theatre Society	\$1,500.00
Daniel Kingsbury Memorial 3-on-3 Basketball Tournament	\$500.00
Deer Crossing: The Art Farm (Emergence)	\$300.00
Deer Crossing: The Art Farm (Raising the Curtain)	\$900.00
Eastbourne Community Association (Event)	\$1,200.00
Eastbourne Community Association (Wheelbarrows)	\$800.00
Elphinstone Community Association	\$5,000.00
Farm Gate Market (The)	\$1,070.00
Gambier Community Centre Society	\$4,000.00
Gambier Island Community Association (Health and Safety Initiatives)	\$2,100.00
Gibsons Landing Heritage Society	\$3,000.00
Gibsons Marine Education Centre Society	\$2,100.00
Gibsons Public Art Gallery: Special Exhibition Planning 2020	\$2,000.00
Halfmoon Bay Child Care Centre Society	\$2,600.00
Halfmoon Bay Community Association	\$2,100.00
Pender Harbour and Area Residents Association (PHARA)	\$2,700.00
Pender Harbour Lions Club	\$1,500.00
Pender Harbour Living Heritage Society (Pender Harbour Days 2019)	\$1,800.00
Pender Harbour Music Society	\$3,000.00
Pender Harbour Wildlife Society	\$525.00
Restorative Justice Program of the Sunshine Coast	\$3,100.00
Roberts Creek Childcare Society	\$1,000.00
Roberts Creek Community Association: Earth Day Festival	\$1,000.00
Roberts Creek Community Association: Kitchen Improvements	\$4,000.00

168/19 cont.

Roberts Creek Community Association: Slow Sundays in the Creek	\$1,500.00
Roberts Creek Community School Society	\$3,000.00
Roberts Creek Mandala Society	\$3,700.00
Ruby Lake Lagoon Nature Reserve Society	\$2,200.00
Suncoast Woodcrafters Guild	\$500.00
Sunday in the Park with Pride	\$2,900.00
Sunshine Coast Community Resource Centre	\$4,000.00
Sunshine Coast Driftwood Players Society	\$3,000.00
Sunshine Coast Sockeye Water Polo	\$500.00
Tetrahedron Outdoor Club for Dakota Ridge Nordics	\$1,760.00
Tides Canada Initiatives Society	\$1,000.00
Transportation Choices (TraC)	\$1,000.00

CARRIED

ADJOURNMENT It was moved and seconded

169/19 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:05 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

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

Thursday, May 23, 2019

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

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz T. Lamb L. Lee D. McMahon L. Pratt
ALSO PRESENT:	Interim Chief Administrative Officer	A. Legault
	G. M., Corporate Services / Chief Financial Officer	T. Perreault
	Deputy Corporate Officer	S. Reid (Part)
	Manager, Planning and Development	A. Allen (Part)
	Manager, Purchasing and Risk Management	V. Cropp (Part)
	G. M., Planning and Community Development	I. Hall (Part)
	G. M., Infrastructure Services	R. Rosenboom (Part)
	Manager, Solid Waste Services	A. Kumar (Part)
	Administrative Assistant / Recording Secretary	T Crosby
	Media	2
	Public	3

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended, as follows:

- ADD NEW BUSINESS – Preparation for the summer and fire season.

REPORTS

Recommendation No. 1 *Sechelt Public Library Service Establishment*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Public Library Service Establishment be received;

AND THAT staff negotiate a five year funding and service agreement between Electoral Areas A, B and D, the District of Sechelt, the Sechelt Indian Government District and the Sechelt Public Library.

Recommendation No. 2 *Sechelt Public Library Service Establishment*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Public Library Service Establishment be forwarded to the District of Sechelt and Sechelt Indian Government District Councils for comment;

AND THAT the report be forwarded to the Sechelt Public Library Board for information.

Recommendation No. 3 *Sechelt Public Library Service Establishment*

The Corporate and Administrative Services Committee recommended that staff investigate and report back by the fourth quarter of 2019 regarding the implications of implementing a service with the Sunshine Coast Regional District, District of Sechelt and Sechelt Indian Government District for the Sechelt Public Library;

AND THAT the report include cost sharing allocations, options and impact on the provincial funding model and to the Roberts Creek Community Library and Pender Harbour Reading Room.

Recommendation No. 4 *Union of British Columbia Municipalities Resolutions*

The Corporate and Administrative Services Committee recommended that the report titled Union of British Columbia Municipalities (UBCM) Resolutions be received;

AND THAT the following resolution be approved as amended and forwarded to the UBCM 2019 Convention for consideration:

Alternative Transportation Infrastructure

WHEREAS the *Federal Government* has committed itself to the Paris Accord to limit climate warning to 1.5 degrees Celsius *and the Provincial Government has committed itself to reduce greenhouse gas emissions to 80% below 2007 levels by 2050 and* has committed to an active transportation strategy which outlines a path to reduce greenhouse gas emissions;

AND WHEREAS the Ministry of Transportation and Infrastructure are the responsible authority to ensure safe and reliable road infrastructure throughout rural and unincorporated areas in BC:

THEREFORE BE IT RESOLVED that the Provincial Government be urged to fund the Ministry of Transportation and Infrastructure to support an increased investment in infrastructure improvements and ongoing maintenance necessary for the safe integration of low carbon alternative modes of transportation on rural roads which connect communities throughout BC.

AND THAT the following resolutions be approved and forwarded to the UBCM 2019 Convention for consideration:

Tree Cutting Authority

WHEREAS regional districts have no regulatory authority for tree cutting except as it relates to environmental hazard protection, while municipalities have broader powers to regulate tree protection;

AND WHEREAS unincorporated rural areas with high population densities may share similar concerns as municipalities with respect to protecting trees to mitigate potential ecosystem impacts, excessive storm water runoff impacting properties, general neighbourhood feel and control over sightlines, as well as the desire to protect certain species of trees:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the provincial government to provide regional districts broader authority over tree cutting that is equal to the regulatory power of municipalities for tree protection, particularly in unincorporated rural areas that are more densely populated.

Coast Forest Sector Revitalization

WHEREAS the Province of BC is undertaking a Coast Forest Sector Revitalization Initiative to rebuild solid wood and associated industries, improve harvest performance, maintain a credible auction system, foster stronger relationships between BC Timber Sales, Licensees and First Nations and restore public confidence through amendments to the Forest and Range Practices Act;

AND WHEREAS forests offer provisioning services such as timber, food and fuels; regulating services such as carbon sequestration that keep our planet habitable; cultural services such as recreation; core local government services including drinking water storage and filtration, stormwater management and flood control; and many other ecological processes that are vital to life yet primarily taken for granted and not accounted for;

AND WHEREAS many jurisdictions are assigning economic value to ecosystems services in forests and many other natural areas to support sustainable development, cost effective and reliable service delivery and the long-term preservation of a healthy, biodiverse ecosystem;

THEREFORE BE IT RESOLVED that the Province of BC undertake natural capital valuations in all aspects of its forests and land resources management, starting with the Coast Forest Sector Revitalization Initiative, and demonstrably use these valuations in all related decision-making and asset management.

AND FURTHER THAT staff review the following resolution to include a request to increase service levels and create a separate resolution to advocate for foot passenger service:

Support for BC Ferries Route 3

WHEREAS ferry service levels have the potential to negatively impact ferry dependent communities, both from the perspective of local BC residents and from visiting tourists;

AND WHEREAS coastal ferries are an extension of the highway system and an essential part of the provincial transportation network, crucial to the economic and social health of the coastal region and the tourism industry:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the Ministry of Transportation and Infrastructure work with coastal communities and BC Ferries to develop a strategy for coastal ferry routes that supports additional sailings to reduce sailing waits during peak travel times, including a dedicated foot passenger ferry service that would lessen the demand for car ferry service and encourage the use of public transit and alternative means of transportation where possible.

Recommendation No. 5 *E-Comm Emergency Co-Location Agreements for 9-1-1 Fire Service*

The Corporate and Administrative Services Committee recommended that the report titled E-Comm Emergency Co-Location Agreements for 9-1-1 Fire Service be received;

AND THAT the delegated authorities execute the E-Comm Emergency Co-Location Agreements for 9-1-1- Fire Service at 650 West Georgia Street (UDT) and 2725 Melfa Road, UBC (VUB);

AND FURTHER THAT this recommendation be forwarded to the May 23, 2019 Regular Board meeting.

Recommendation No.6 *Support for Application to Housing Needs Assessment Program*

The Corporate and Administrative Services Committee recommended that the report titled Support for Application to Housing Needs Assessment Program be received;

AND THAT the Sunshine Coast Regional District (SCRD) Board supports an application for the Housing Needs Reports Program grant through the Ministry of Municipal Affairs and Housing;

AND THAT the SCRD Board supports the Town of Gibsons to apply for, receive and manage the grant funding on its behalf;

AND FURTHER THAT this recommendation be forwarded to the May 23, 2019 Regular Board meeting.

Recommendation No. 7 *Procurement Policy Framework*

The Corporate and Administrative Services Committee recommended that the report titled Procurement Policy Framework be received;

AND THAT staff provide a draft procurement policy to the July 2019 Corporate and Administrative Services Committee meeting that includes sustainable social procurement, environmental sustainability and local vendor priority options and give consideration to including living wage criteria or creating a separate living wage policy;

AND THAT the following thresholds be included in the draft procurement policy:

Estimated Thresholds	Method
Goods and Services	
Less than \$5,000	Small Purchase Guidelines
Less than \$10,000	Informal Quotation Process
\$10,000 to \$50,000	Invitational Process or Formal Competitive Process (RFP, ITQ, RFSO)
Greater than \$50,000	Formal Competitive Process (RFP, ITQ, RFSO)
Construction	
Less than \$100,000	Invitational Process or Formal Competitive Process (RFP, ITT)
Greater than \$100,000	Formal Competitive Process (RFP, ITT)

AND FURTHER THAT staff provide information and options related to becoming a member of the Community Benefit Hub.

Recommendation No. 8 *August 2019 Ice Offering – Gibsons and Area Community Centre*

The Corporate and Administrative Services Committee recommended that the report titled August 2019 Ice Offering – Gibsons and Area Community Centre (GACC) be received;

AND THAT ice be provided at GACC in August 2019 as described in Option 1 – Proceed with August Ice at GACC in 2019.

Recommendation No. 9 *2019 Rural Areas' Bursary Awards*

The Corporate and Administrative Services Committee recommended that the report titled 2019 Rural Areas' Bursary Awards be received;

AND THAT the Sunshine Coast Regional District bursary amount provided to the four Secondary Schools be reviewed at the 2020 Pre-Budget Special Corporate and Administrative Services Committee meeting;

AND THAT staff notify the secondary schools that the following Directors will be attending the graduation ceremonies for bursary presentations:

- Sunshine Coast Alternative School Director Hiltz
- Elphinstone Secondary School Director Tize
- Pender Harbour Secondary School Director Pratt
- Chatelech Secondary School Director Pratt.

Recommendation No. 10 *RFP 19 376 Contract Award Wood Waste Processing*

The Corporate and Administrative Services Committee recommended that the report titled Request for Proposal (RFP) 19 376 Contract Award Wood Waste Processing be received;

AND THAT the contract for Wood Waste Processing be awarded to Salish Environmental Group Inc. in the amount of up to \$510,750 (plus GST);

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

AND FURTHER THAT this recommendation be forwarded to the May 23, 2019 Regular Board Meeting.

COMMUNICATIONS**Recommendation No. 11** *Expanded Asset Class Investment Opportunities*

The Corporate and Administrative Services Committee recommended that the communication dated May 2, 2019 from Mayor Mike Hurley, City of Burnaby regarding a request for support for changes to the *Community Charter* allowing for expanded asset class investment under prudent investor rules be received.

NEW BUSINESS

The Committee discussed opportunities for public education on Fire Smart principles and personal preparedness.

The Committee recessed at 11:11 a.m. and reconvened at 11:19 a.m.

IN CAMERA

The Committee moved In-Camera at 11:19 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (i) and (k) of the *Community Charter* – “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

The Committee moved out of In Camera at 11:41 a.m.

ADJOURNMENT 11:41 a.m.

Committee Chair