



SUNSHINE COAST REGIONAL DISTRICT

September 9, 2021

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:

Chair	Electoral Area B	L. Pratt
Directors	Electoral Area A	L. Lee
	Electoral Area D	A. Tize
	Electoral Area E	D. McMahon
	Electoral Area F	M. Hiltz
	District of Sechelt	D. Siegers
	District of Sechelt	A. Toth
	Town of Gibsons	B. Beamish (part)

ALSO PRESENT*:

Chief Administrative Officer	D. McKinley
Corporate Officer	S. Reid
GM, Corporate Services / Chief Financial Officer	T. Perreault
GM, Infrastructure Services	R. Rosenboom
GM, Community Services	S. Gagnon
Deputy Corporate Officer / Recorder	J. Hill
Media	0
Public	0

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

CALL TO ORDER 2:02 p.m.

AGENDA It was moved and seconded

242/21 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes It was moved and seconded

243/21 THAT the Regular Board meeting minutes of July 22, 2021 be adopted.

CARRIED

Minutes **It was moved and seconded**
244/21 THAT the Special Board meeting minutes of August 16, 2021 be adopted.

CARRIED

Minutes **It was moved and seconded**
245/21 THAT the Special Emergency Board meeting minutes of August 17, 2021 be adopted.

CARRIED

Minutes **It was moved and seconded**
246/21 THAT the Special Emergency Board meeting minutes of August 27, 2021 be adopted.

CARRIED

REPORTS

Corporate **It was moved and seconded**
247/21 THAT Corporate and Administrative Services Committee recommendation Nos. 1-8 of July 22, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Corporate Financial Variance – 2nd Quarter*

THAT the report titled Sunshine Coast Regional District Q2 Corporate Financial Variance be received for information.

Recommendation No. 2 *Long Term Debt*

THAT the report titled Long Term Debt as at June 30, 2021 be received for information.

Recommendation No. 3 *Gas Tax Community Works Fund Update*

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

AND THAT staff investigate synergies with the Ministry of Transportation and Infrastructure in the planning and construction of bike paths and walkways;

AND THAT staff provide options for active transportation opportunities as part of the 2022 budget and include a comprehensive update of the existing project priorities;

247/21 cont.

AND FURTHER THAT options be provided for the following areas:

- Electoral Area E - Reed Road between Payne Road and North Road and Gower Point at the Town of Gibsons Boundary;
- Electoral Area A - Garden Bay Multi-use and Egmont Multi-use;
- Electoral Area D – Shoulder widening on Lower Road;
- Electoral Area B – Traffic Calming on Mintie and Redrooffs Road;
- Electoral Area F – Marine Drive - ferry terminal to Gibsons.

Recommendation No. 4 *Transportation Planning – Bike Paths and Walkways*

THAT staff report on the mechanisms for transportation planning for bike paths and walkways in conjunction with roadwork between the municipalities and the rural areas (fringe areas) including how other Regional Districts handle this type of planning.

Recommendation No. 5 *Gas Tax Community Works Fund Collaboration Options*

THAT the Sunshine Coast Regional District (SCRD) seek feedback from Member Municipal Councils pertaining to collaborating on and the financial implications of regional and sub-regional services to fund projects through Gas Tax Community Works Funds;

AND THAT staff provide examples of relevant projects with potential funding examples for areas such as solid waste, water, wastewater, and recreation.

Recommendation No. 6 *Director Constituency and Travel Expense*

THAT the report titled Director Constituency and Travel Expense for Period Ending June 30, 2021 be received for information.

Recommendation No. 7 *Corporate and Administrative Services – Semi-Annual Report*

THAT the report titled Corporate and Administrative Services – Semi-Annual Report for January to June 2021 be received for information.

Recommendation No. 8 *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from April 1 to June 30, 2021 be received for information.

CARRIED

Planning

It was moved and seconded

248/21

THAT Planning and Community Development Committee recommendation Nos. 1-12 of September 2, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *Service Agreement with Sechelt Indian Government District for Building Inspection and Regulation Services*

THAT the report titled Service Agreement with Sechelt Indian Government District for Building Inspection and Regulation Services be received for information;

AND THAT the Sunshine Coast Regional District enter into an agreement with the Sechelt Indian Government District for Building Inspection and Regulation Services for up to 5 years;

AND FURTHER THAT the delegated authorities be authorized to execute the proposed service agreement.

Recommendation No. 2 *Canadian Weather Radar – Request for Local Government Concurrence (Application 2412466)*

THAT the report titled Canadian Weather Radar – Request for Local Government Concurrence (Application 2412466) be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) provide Environment and Climate Change Canada with the following statements respecting the proposed Canadian Weather Radar in Halfmoon Bay (Application 2412466):

- a. Environment and Climate Change Canada has satisfactorily completed consultation with the SCRD; and
- b. SCRD concurs with the proposal to construct the weather radar provided it is constructed substantially in accordance with the submitted plans and Environment and Climate Change Canada address any Shíshálh Nation archaeological or environmental concerns.

Recommendation No. 3 *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)*

THAT the verbal report regarding *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)* Consideration of Third Reading and Adoption be received for information;

AND THAT a second Public Hearing to consider *Zoning Amendment Bylaw No. 310.192, 2020* be arranged;

248/21 cont.

AND FURTHER THAT Director Toth be delegated as the Chair and Director Tize be delegated as the Alternate Chair to conduct the Public Hearing.

Recommendation No. 4 *ALC Application 61641 (SCRD ALR00015)*

THAT the report titled Agricultural Land Commission Application 61641 (SCRD ALR00015) be received for information;

AND THAT the SCRD forward the ALC Application 61641 regarding fill to the Agricultural Land Commission for decision;

AND FURTHER THAT SCRD recommends to the Agricultural Land Commission that the Agricultural Land Commission coordinate with the Ministry of Transportation and Infrastructure (MOTI) to ensure the applicant's property drainage is compliant with MOTI requirements.

Recommendation No. 5 *Zoning Amendment Bylaw No. 310.193, 2021 (1090 Reed Road)*

THAT the report titled Zoning Amendment Bylaw No. 310.193, 2021 (1090 Reed Road) – Consideration of First and Second Readings be received for information;

AND THAT *Zoning Amendment Bylaw No. 310.193, 2021* be forwarded to the Board for First and Second Readings;

AND THAT a Public Hearing to consider *Zoning Amendment Bylaw No. 310.193, 2021* be arranged;

AND FURTHER THAT Director Pratt be delegated as the Chair and Director McMahon be delegated as the Alternate Chair to conduct the Public Hearing.

Recommendation No. 6 *Sarah Wray Hall Roof Replacement*

THAT the report titled Sarah Wray Hall Roof Replacement – Request from the Pender Harbour Living Heritage Society be received for information;

AND THAT the SCRD supports the Pender Harbour Living Heritage Society proceeding with a roof replacement provided they:

- adhere to any conditions on the project outlined by the School District No. 46;
- acquire all necessary funding, permits, inspections, and insurance as well as;
- adhere to all applicable building codes, municipal and provincial legislation;

248/21 cont.

AND FURTHER THAT the delegated authorities be authorized to enter into a Leaseholder Improvement Agreement with the Pender Harbour Living Heritage Society.

Recommendation No. 7 *Policing and Public Safety Committee Meeting Minutes of July 15, 2021*

THAT the Policing and Public Safety Committee meeting minutes of July 15, 2021 be received for information.

Recommendation No. 8 *Agricultural Advisory Committee Meeting Minutes of July 27, 2021*

THAT the Agricultural Advisory Committee meeting minutes of July 27, 2021 be received for information.

Recommendation No. 9 *Elphinstone (Area E) APC Meeting Minutes of July 28, 2021*

THAT the Elphinstone (Area E) Advisory Planning Commission meeting minutes of July 28, 2021 be received for information.

Recommendation No. 10 *West Howe Sound (Area F) APC Meeting Minutes of July 27, 2021*

THAT the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of July 27, 2021 be received for information.

Recommendation No. 11 *Correspondence from Pender Harbour Living Heritage Society regarding Sarah Wray Hall Roof Replacement*

THAT the correspondence from Gail Woodean, Treasurer, Pender Harbour Living Heritage Society, dated July 21, 2021 regarding Sarah Wray Hall Roof Replacement – Canada Community Revitalization Fund Grant be received for information.

Recommendation No. 12 *Correspondence from City of Langley regarding Improvement to Pre-Hospital Care System*

THAT the correspondence from Paula Kusak, Deputy Corporate Officer, City of Langley, dated July 29, 2021 regarding Improvement to Pre-Hospital Care System be received for information.

CARRIED

Infrastructure

It was moved and seconded

249/21

THAT Infrastructure Services Committee recommendation Nos. 1-5 of September 9, 2021 be received, adopted and acted upon as follows:

249/21 cont. **Recommendation No. 1** *Church Road Well Field Project – Update*

THAT the report titled Church Road Well Field Project - Update be received for information;

AND THAT the contract with Associated Environmental Consultants Inc. for the Groundwater Investigation - Phase 4A be increased by \$50,000 to up to \$862,182 (excluding GST);

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

AND FURTHER THAT should the water license for the Church Road Well Field Project not be issued, that the expenses to date be funded through operational reserves.

Recommendation No. 2 *Grant Results- SCRD Planning Enhancement Project and Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams*

THAT the report titled Grant Results- SCRD Planning Enhancement Project and Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams be received for information;

AND THAT the SCRD approve the acceptance of the Union of BC Municipalities Community Emergency Preparedness Fund Grant for Downstream Flood Analysis of Chapman, Edwards, McNeil, and Harris Lake Dams in the amount of \$143,000;

AND THAT the SCRD approve the acceptance of the Union of BC Municipalities- Local Government Development Approvals Program Grant for the SCRD Planning Enhancement Project in the amount of \$253,000;

AND THAT the SCRD Planning Enhancement Project be included in the [504] Rural Planning 2021 Budget in the amount of \$253,000;

AND THAT the delegated authorities be authorized to execute the grant agreements;

AND FURTHER THAT the 2021-2025 Financial Plan Bylaw be amended accordingly.

Recommendation No. 3 *Invitation to Tender (ITT) 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation – Construction*

THAT the report titled Invitation to Tender (ITT) 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation - Construction be received for information;

249/21 cont.

AND THAT a contract for Chapman Creek WTP On-Site Hypochlorite Generation be awarded to CHB Services Ltd. in the amount up to \$1,118,820 (plus GST);

AND THAT the contract with Associated Environmental for Construction Management, Engineering, and Post Construction Engineering Services for the Chapman Creek WTP On-Site Hypochlorite Generation be increased from \$117,171 up to an amount not to exceed \$304,348 (plus GST) to provide Construction Management and Post Construction Engineering Services for the Chapman Creek WTP On-Site Hypochlorite Generation Project;

AND FURTHER THAT the delegated authorities be authorized to execute both contracts.

Recommendation No. 4 *Langdale Well and Pump Station Improvements Project Update*

THAT the report titled Langdale Well and Pump Station Improvements Project Update be received for information;

AND THAT the contract with Coastal Mountain Excavations Ltd. for the Langdale Well and Pump Station Improvements Project be increased from \$281,545 to \$289,917.59 (plus GST);

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

Recommendation No. 5 *Request for Proposal (RFP) 2135002 Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot*

THAT the report titled Request for Proposal (RFP) 2135002 Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot be received for information;

AND THAT Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot be awarded to Salish Environmental Group Inc. at a value of \$313,403 (not including GST);

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

CARRIED

COMMUNICATIONS

Letter of Support **It was moved and seconded**

250/21

THAT the correspondence from Karen Spicer, Vice President, Roberts Creek Community Association dated August 31, 2021 regarding Roberts Creek Community Association application for a Province of BC Community Gaming Grant be received for information;

AND THAT the SCR D provide a letter of support for the Roberts Creek Community Association's application for a Province of British Columbia Gaming grant.

CARRIED

MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Masonic Hall Property
Line Adjustment **It was moved and seconded**

251/21

THAT staff investigate the proposal for property line adjustment submitted by Andreas Tize, SCR D Director, Area D (Roberts Creek) received June 15, 2021 and provide feedback, including further information regarding future property width should the Masons choose to relocate their hall, and the property line adjacent to the Roberts Creek Community Association is moved 15-20 feet, considering that the Ministry of Transportation and Infrastructure will claim some of the land on the northern edge;

AND THAT staff report back on the process of transferring park property to the Masonic Society to compensate them for the property line adjustment.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:50 p.m.

IN CAMERA It was moved and seconded

252/21

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 who holds or is being considered for a position as an officer, employee or agent of the municipality...”, “law enforcement...”, “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 recessed at 2:51 p.m. and reconvened at 2:55 p.m.

Director Beamish left the meeting at 3:31 p.m.

The Board moved out of In Camera at 3:44 p.m.

ITEMS RELEASED FROM IN CAMERA

Appointment **It was moved and seconded**

253/21 THAT John Rogers be appointed to the Ports Monitors Committee as the representative for the Hopkins Landing Dock for a two-year term;

AND THAT a thank you letter be sent to Heather Blackwood for her service as the Ports Monitors Committee representative for the Hopkins Landing dock;

AND FURTHER THAT staff continue with recruitment for a Ports Monitors Committee representative for the Port Graves dock.

CARRIED

Riparian Area
Protection **It was moved and seconded**

254/21 THAT amendments to Bylaw Enforcement Notice Bylaw No. 638 and/or Municipal Ticket Information Bylaw No. 558, and other related bylaws as necessary, setting fines of \$500 and \$1000 per occurrence, respectively, for land alteration without an approved development permit be prepared;

AND THAT Board Policy 9-3800-4 Bylaw Enforcement Complaints be reviewed and amendments recommended to provide for more responsive and efficient enforcement that aligns with community expectations.

CARRIED

ADJOURNMENT **It was moved and seconded**

255/21 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:44 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair