



SUNSHINE COAST REGIONAL DISTRICT

February 24, 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, Infrastructure Services	R. Rosenboom
GM, Community Services	S. Gagnon
Chief Building Official	A. Whittleton (in part)
Deputy Corporate Officer / Recorder	J. Hill
Media	0
Public	2

**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 **2:02 p.m.**

AGENDA **It was moved and seconded**

039/22 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

040/22 THAT the Regular Board meeting minutes of January 27, 2022 be adopted.

CARRIED

REPORTS

Corporate

It was moved and seconded

041/22

THAT Corporate and Administrative Services Committee recommendation Nos. 3-6 of January 27, 2022 be received, adopted and acted upon as follows:

Recommendation No. 3 *Sunshine Coast Regional District Debt as at December 31, 2021*

THAT the report titled Sunshine Coast Regional District Debt as at December 31, 2021 be received for information.

Recommendation No. 4 *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from October 1, 2021 to December 31, 2021 be received for information.

Recommendation No. 5 *Directors' Constituency and Travel Expenses*

THAT the report titled Directors' Constituency and Travel Expenses for Period Ending December 31, 2021 be received for information.

Recommendation No. 6 *Corporate and Administrative Services – Semi-Annual Report*

THAT the report titled Corporate and Administrative Services – Semi-Annual Report for July to December 2021 received for information.

CARRIED

Infrastructure

It was moved and seconded

042/22

THAT Infrastructure Services Committee recommendation Nos. 1-6 of February 3, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *Request for Proposal 2137020 Contract Award for Eastbourne Groundwater Development*

THAT the report titled Request for Proposal 2137020 Contract Award for Eastbourne Groundwater Development be received for information;

AND THAT a contract for hydrogeological and engineering services be awarded to ISL Engineering and Land Services Ltd. in the amount up to \$345,000 (excluding GST);

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

042/22 cont.

Recommendation No. 2 *Infrastructure Services Department - 2021 Q4 Report*

THAT the report titled Infrastructure Services Department – 2021 Q4 Report be received for information.

Recommendation No. 3 *Solid Waste Management Plan Amendment for Waste Export*

THAT the report titled Solid Waste Management Plan Amendment for Waste Export be received for information;

AND THAT the Board is satisfied that the engagement conducted by staff on the proposed amendment to the 2011 SCR D Solid Waste Management Plan, to allow for temporary export of waste, is adequate;

AND FURTHER THAT the SCR D submit an application to the Ministry of Environment and Climate Change Strategy for approval for a proposed amendment to the 2011 SCR D Solid Waste Management Plan to allow for temporary export of waste.

Recommendation No. 4 *Drought Response Plan Recommendations 2022*

THAT the report titled Drought Response Plan Recommendations 2022 be received for information;

AND THAT the Drought Response Plan be updated to reflect the proposed updates outlined in Attachment A of the report titled Drought Response Plan Recommendations 2022;

AND THAT a two (2) week exemption for commercial farms at the start of Stage 4 Water Restrictions be included and that it be applied to farms that classify as commercial under the *BC Assessment Act*, have a water meter installed, and pay a commercial rate;

AND FURTHER THAT SCR D Water Rates and Regulations Bylaw No. 422 be amended to align with the proposed updates outlined in Attachment A of the report titled Drought Response Plan Recommendations 2022.

Recommendation No. 5 *Proposed Engagement with Commercially Classified Farms*

THAT the report titled Proposed Engagement with Commercially Classified Farms be received for information;

AND THAT staff engage with farmers on the proposals outlined in this report and present a report with recommended next steps to an Infrastructure Services Committee meeting by Q3 2022.

042/22 cont. **Recommendation No. 6** *Water Sampling Services - Contract Term Extension*

THAT the report titled Water Sampling Services - Contract Term Extension be received for information;

AND THAT the contract with Elements Materials Technology Group Limited for Water Sampling Service be extended for an additional one (1) year period in the amount of \$43,210 (plus GST) with an amended contract value of \$154,905;

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

CARRIED

Planning **It was moved and seconded**

043/22 THAT Planning and Development Committee recommendation Nos. 1-14 of February 17, 2022 be received, adopted and acted upon as follows:

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

THAT the presentation provided by the Sunshine Coast Community Solar Association be received for information;

AND THAT a letter of support be provided to the Sunshine Coast Community Solar Association in order to apply for a grant to complete the energy conservation and solar energy audit projects at SCRD facilities.

Recommendation No. 2 *Elphinstone Community Association Delegation Regarding Reed Road Forest (DL1313)*

THAT the delegation materials from the Elphinstone Community Association regarding the Reed Road Forest (District Lot 1313) be received for information.

Recommendation No. 3 *District Lot 1313 Options for Conservation*

THAT the report titled District Lot 1313 Options for Conservation be received for information;

AND THAT staff initiate a formal referral to the Sk̓wx̓wú7mesh Nation regarding the protection of DL1313;

AND THAT the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, BC Timber Sales, Member of Legislative Assembly and Member of Parliament be notified that SCRD has initiated a referral to Sk̓wx̓wú7mesh Nation;

043/22 cont.

AND THAT a letter to the Minister be prepared and brought to a Q2 Planning and Development Committee meeting for further direction requesting that provisions of the *Land Act* be utilized to temporarily address drinking water protection and stormwater management concerns until such time as a management plan involving the Skwxwú7mesh Nation can be established;

AND THAT the Town of Gibsons be invited to collaborate on the next steps;

AND FURTHER THAT staff continue to work with the Province and First Nations to find better tools and approaches to protect and manage our watersheds.

Recommendation No. 4 *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)*

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

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.192, 2020* be abandoned.

Recommendation No. 5 *West Howe Sound Official Community Plan Amendment Bylaw 640.5 and Zoning Amendment Bylaw 310.194 (2061 Twin Creeks Rd)*

THAT the report titled West Howe Sound Official Community Plan Amendment Bylaw 640.5 and Zoning Amendment Bylaw 310.194 (2061 Twin Creeks Rd) be received for information;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.5, 2021* and *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.194, 2021* be forwarded to the Board for First and Second Readings;

AND THAT *West Howe Sound Official Community Plan Amendment Bylaw 640.5, 2021* is considered consistent with the SCRD's 2022-2026 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider the bylaws be arranged;

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

043/22 cont.

Recommendation No. 6 *Development Variance Permit DVP00080
(6058 Garden Bay Road)*

THAT the report titled Development Variance Permit DVP00080 (6058 Garden Bay Road) be received for information;

AND THAT Development Variance Permit DVP00080 to vary Zoning Bylaw 337, Sections:

- 505 (1)(iii) to increase the maximum permitted combined gross floor area of all auxiliary buildings on a parcel greater than 1 hectare from 350 m² to 445.93 m²;
- 508 (e) to increase the floor area used for auxiliary light industry from 200 m² to 445.93 m²;
- Section 508 (f) to vary the parcel line setback from 15 m to 10 m from the east side parcel line and 8 m from the front parcel line for a building proposed to be used in conjunction with an auxiliary light industry use on the property;

to permit the construction of a 371.61 m² boat storage building located at 6058 Garden Bay Road be issued.

Recommendation No. 7 *Community Climate Public Participation*

THAT the report titled Community Climate Public Participation Update be received for information;

AND THAT the report be referred to the District of Sechelt, Town of Gibsons, shishálh Nation, and Sk̓wx̓wú7mesh Nation with an offer to present to Councils.

Recommendation No. 8 *Islands Fire Protection*

THAT the report titled Islands Fire Protection be received for information.

Recommendation No. 9 *Municipal Finance Authority Loan
Authorization for Fire Department Apparatus Replacement*

THAT the report titled Municipal Finance Authority Loan Authorization for Fire Department Apparatus Replacement be received for information;

AND THAT the project budget of \$400,789 for the Gibsons and District Volunteer Fire Department initial attack apparatus replacement, approved through Board Resolution #365/20, be funded from Municipal Finance Authority (MFA) short term loan;

043/22 cont.

AND FURTHER THAT a loan of up to \$400,789 for a term of 5 years be requested through the Municipal finance authority Equipment Financing Program under section 403(1) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of the initial attack apparatus.

Recommendation No. 10 *SCRD Volunteer Firefighters Health Benefits Contract Award*

THAT the report titled RFP 2122202-01 - SCR D Volunteer Firefighters Health Benefits Contract Award (HUB International Insurance Brokers) be received for information;

AND THAT a contract for the SCR D Volunteer Firefighters Health Benefits be awarded to HUB International Insurance Brokers for up to \$186,860 (plus GST);

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

Recommendation No. 11 *Planning and Development Department 2021 Q4 / Year End Report*

THAT the report titled Planning and Development Department 2021 Q4 / Year End Report be received for information.

Recommendation No. 12 *Halfmoon Bay APC Meeting Minutes of January 25, 2022*

THAT the Halfmoon Bay Advisory Planning Commission meeting minutes of January 25, 2022 be received for information.

Recommendation No. 13 *Elphinstone APC Meeting Minutes of January 26, 2022*

THAT the Elphinstone Advisory Planning Commission meeting minutes of January 2, 2022 be received for information.

Recommendation No. 14 *West Howe Sound APC Meeting Minutes of January 25, 2022*

THAT the West Howe Sound Advisory Planning Commission meeting minutes of January 25, 2022 be received for information.

CARRIED

Community

It was moved and seconded

044/22

THAT Community Services Committee recommendation Nos. 1-11 of February 17, 2022 be received, adopted and acted upon as follows:

044/22 cont.

Recommendation No. 1 *Dakota Ridge Volunteer Group*

THAT the delegation materials provided by Dakota Ridge Volunteer Group be received for information;

AND THAT staff enter into discussions with representatives of the Dakota Ridge Volunteer Group to explore the possibility of the Dakota Ridge Volunteer Group taking an increased role in providing the Dakota Ridge service;

AND FURTHER THAT staff report back to a future Community Services Committee meeting before the end of Q3 2022.

Recommendation No. 2 *Community Services Department 2021 Q4 / Year-End Report*

THAT the report titled Community Services Department 2021 Q4 / Year-End Report be received for information.

Recommendation No. 3 *Square Bay Community Sewage Treatment Service*

THAT the report titled Square Bay Community Sewage Treatment Service – Underfunding be received for information;

AND THAT the *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Bylaw No. 428* be amended to increase the Square Bay Community Sewage Treatment Service Area User Fees by 23.58%;

AND THAT the following projects be deferred and reconsidered as part of the 2023 Budget process:

- Statutory Right of Way;
- System Upgrade Planning;

AND THAT the 2022 budget for the Infiltration Reduction Phase 2 project be reduced by \$5,000 to \$20,000 and that this funding decision be reconsidered as part of the 2023 Budget process;

AND FURTHER THAT the Draft 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 4 *Jolly Roger Community Sewage Treatment Service*

THAT the report titled Jolly Roger Community Sewage Treatment Service – Underfunding be received for information;

AND THAT \$2,266 of the [384] Jolly Roger Operating Reserve be used to fund 2022 operations;

044/22 cont.

AND FURTHER THAT the Draft 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 5 *Secret Cove Community Sewage Treatment Service*

THAT the report titled Secret Cove Community Sewage Treatment Service – Underfunding be received for information;

AND THAT \$680 of the [385] Secret Cove Operating Reserve be used to fund 2022 operations;

AND FURTHER THAT the Draft 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 6 *Greaves Road Community Sewage Treatment Service*

THAT the report titled Greaves Road Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$468 of the [381] Greaves Road Operating Reserve be used to fund 2022 operations;

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 7 *Lily Lake Community Sewage Treatment Service*

THAT the report titled Lily Lake Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$7,095 of the [381] Lily Lake Operating Reserve be used to fund 2022 operations;

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 8 *Sakinaw Ridge Community Sewage Treatment Service*

THAT the report titled Sakinaw Ridge Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$2,224 of the [395] Sakinaw Ridge Operating Reserve be used to fund 2022 operations;

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

044/22 cont.

Recommendation No. 9 *Roberts Creek Co-housing Community Sewage Treatment Service*

THAT the report titled Roberts Creek Cohousing Community Sewage Treatment Service – Underfunding be received for information;

AND THAT \$10,943 of the [392] Roberts Creek Co-housing Operating Reserve be used to fund 2022 operations;

AND FURTHER THAT the 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 10 *Woodcreek Park Community Sewage Treatment Service*

THAT the report titled Woodcreek Park Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$5,378 of [382] Woodcreek Operating Reserve be used to fund 2022 operations;

AND FURTHER THAT the Draft 2022-2026 Financial Plan be amended accordingly.

Recommendation No. 11 *Langdale Community Sewage Treatment Service*

THAT the report titled Langdale Community Sewage Treatment Service - Underfunding be received for information;

AND THAT \$5,987 of the [388] Langdale Operating Reserve be used to fund 2022 operations;

AND FURTHER THAT the Draft 2022-2026 Financial Plan be amended accordingly.

CARRIED

Corporate

It was moved and seconded

045/22

THAT Corporate and Administrative Services Committee recommendation Nos. 3 and 4 of February 24, 2022 be received, adopted and acted upon as follows:

Recommendation No. 3 *Request for Proposal 2261301 Janitorial Services for Aquatic Facilities Contract Award*

THAT the report titled Request for Proposal (RFP) 2261301 Janitorial Services for Aquatic Facilities Contract Award Report be received for information;

045/22 cont. AND THAT the contract for janitorial services at the aquatic facilities be awarded to Master Care Janitorial and Facility Services Inc. for up to a five-year term and a contract maximum amount of \$509,480.17 (plus GST);

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

Recommendation No. 4 *2021 Final Surplus / Deficits*

THAT the report titled 2021 Final Surplus / Deficits be received for information;

AND THAT as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2021 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND FURTHER THAT the revised 2021 Sunshine Coast Emergency Planning [222] deficit of \$44,623 be funded from 2022 taxation.

CARRIED

2022 Election
Appointments

It was moved and seconded

046/22

THAT the report titled Appointment of Chief and Deputy Chief Election Officers be received for information;

AND THAT pursuant to Section 58 (1) and (2) of the *Local Government Act* Sherry Reid be appointed Chief Election Officer for conducting the 2022 general local elections with the power to appoint other election officials as required for the administration and conduct of the 2022 general local elections;

AND FURTHER THAT Jennifer Hill be appointed Deputy Chief Election Officer for the 2022 general local elections.

CARRIED

Notice on Title

It was moved and seconded

047/22

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 H, District Lot 1365, Group 1, NWD, PID 005-364-515, Folio 746.03321.001.

CARRIED

Notice on Title **It was moved and seconded**

048/22 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 Block 1, District Lot 1621, Plan 2936, Group 1, NWD, PID 013-313-941, Folio 746.02115.001.

CARRIED

CAO Report **It was moved and seconded**

049/22 THAT the February 24, 2022 report from the Office of the CAO be received for information.

CARRIED

BYLAWS

Bylaw 640.5 **It was moved and seconded**

050/22 THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021* be read a first time.

CARRIED

Bylaw 640.5 **It was moved and seconded**

051/22 THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.5, 2021* be read a second time.

CARRIED

Bylaw 310.194 **It was moved and seconded**

052/22 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.194, 2021* be read a first time.

CARRIED

Bylaw 310.194 **It was moved and seconded**

053/22 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.194, 2021* be read a second time.

CARRIED

Bylaw 428.24 **It was moved and seconded**

054/22 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022* be read a first time.

CARRIED

Bylaw 428.24 **It was moved and seconded**
055/22 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022* be read a second time.

CARRIED

Bylaw 428.24 **It was moved and seconded**
056/22 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022* be read a third time.

CARRIED

Bylaw 428.24 **It was moved and seconded**
057/22 THAT *Sunshine Coast Regional District Sewage Treatment Facilities Service Unit Amendment Bylaw No. 428.24, 2022* be adopted.

CARRIED

Bylaw 735 **It was moved and seconded**
058/22 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022* be read a first time.

Director Toth opposed

CARRIED

Bylaw 735 **It was moved and seconded**
059/22 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022* be read a second time.

Director Toth opposed

CARRIED

Bylaw 735 **It was moved and seconded**
060/22 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022* be read a third time.

Director Toth opposed

CARRIED

Bylaw 735 **It was moved and seconded**
061/22 THAT *Sunshine Coast Regional District Financial Plan Bylaw No. 735, 2022* be adopted.

Director Toth opposed

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:58 p.m.

IN CAMERA It was moved and seconded

062/22 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (k), (m), (g) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “negotiations and related discussion respecting the proposed provision of a municipal service...”, “a matter that, under another enactment, is such that the public may be excluded from the meeting”, “litigation or potential litigation affecting the municipality” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”

CARRIED

The Board moved out of In Camera at 3:15 p.m.

RELEASE OF ITEMS FROM IN CAMERA

Fire Hall
Appointments

It was moved and seconded

063/22 THAT a letter be sent to the Office of the Fire Commissioner requesting that the following individuals be appointed as Local Assistants to the Fire Commissioner:

1. Richard White, Gibsons & District Volunteer Fire Department;
2. Travis Young, Gibsons & District Volunteer Fire Department;
3. Greg Phelps, Halfmoon Bay Volunteer Fire Department;
4. Sean Hatanaka, Roberts Creek Volunteer Fire Department;
5. Elisha Moussadji, Egmont and District Fire Department;

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

1. George Williams, Gibsons & District Volunteer Fire Department;
2. Rick Ruth, Gibsons & District Volunteer Fire Department.

CARRIED

BOV Appointments It was moved and seconded

064/22 THAT Kristy Child be appointed to the Board of Variance for a three-year term.

CARRIED

ADJOURNMENT It was moved and seconded

065/22 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:16 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair