



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, OCTOBER 14, 2021

AGENDA

CALL TO ORDER 2:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of September 23, 2021

Annex A
Pages 1 – 6

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

3. Geoff Bedford, Karl Glackmeyer, Bud Hoffman and Howard Bishop, The Post Group
Regarding Water Sources – Dusty Road Well

Verbal

REPORTS

4. Corporate and Administrative Services Committee recommendation Nos. 1 to 10 and 12, 13 and 15 of September 23, 2021 (*recommendation Nos. 11 and 14 previously adopted*)
5. Special Corporate and Administrative Services Committee recommendation Nos. 1-7 of September 29, 2021

Annex B
pp 7 - 10

Annex C
pp 11 - 14

COMMUNICATIONS

6. Helga Grout, Chairperson, Pender Harbour Community School Society, dated October 5, 2021
Regarding Request for Letter of Support for the Community Learning Centre Building Replacement Project
7. Amy Jonsson, Communications Director, Grieg Seafood, dated October 5, 2021
Regarding Invitation to Grieg Seafood's First Bi-Annual Operation Update Meeting

Annex D
pp 15 - 16

Annex E
pp 17 - 18

MOTIONS

BYLAWS

8. *Sunshine Coast Regional District Directors' Remuneration Bylaw* Annex F
No. 732, 2021 pp 19 - 21
– ***first, second, third reading and adoption***
(Voting – All Directors – 1 vote each)

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

ADJOURNMENT

UPCOMING MEETING DATES

SCRD Board, Committee, and Advisory Committee Meetings (to October 30, 2021)

Infrastructure Services Committee	October 14 at 9:30 am
Regular Board	October 14 at 2:00 pm
Advisory Planning Commission (Area D) - CANCELLED	October 18 at 7:00 pm
Solid Waste Management Plan Monitoring Advisory Committee - CANCELLED	October 19 at 11:00 am
Natural Resources Advisory Committee - CANCELLED	October 20 at 3:30 pm
Planning and Community Development Committee	October 21 at 9:30 am
Policing and Public Safety Committee	October 21 at 2:00 pm
Transportation Advisory Committee	October 21 at 3:30 pm
Agricultural Advisory Committee	October 26 at 3:30 pm
Advisory Planning Commission (Area B)	October 26 at 7:00 pm
Advisory Planning Commission (Area F)	October 26 at 7:00 pm
Advisory Planning Commission (Area A)	October 27 at 7:00 pm
Advisory Planning Commission (Area E)	October 27 at 7:00 pm
Corporate and Administrative Services Committee	October 28 at 9:30 am
Sunshine Coast Regional Hospital District	October 28 at 1:00 pm
Regular Board	October 28 at 2:00 pm

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

Howe Sound Community Forum	October 22 at 10:00 am
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Please note: Meeting dates are current as of print date (October 8, 2021).



SUNSHINE COAST REGIONAL DISTRICT

September 23, 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	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	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 2:03 p.m.

AGENDA **It was moved and seconded**

256/21 THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- National Day for Truth and Reconciliation.

CARRIED

MINUTES

Minutes

It was moved and seconded

257/21

THAT the Regular Board meeting minutes of September 9, 2021 be adopted.

CARRIED**REPORTS**

Infrastructure

It was moved and seconded

258/21

THAT Infrastructure Services Committee recommendation Nos. 6-14 of September 9, 2021 be received, adopted and acted upon as follows:

Recommendation No. 6 *Home Composter Rebate Pilot Program Update*

THAT the report titled Home Composter Rebate Pilot Program Update be received for information;

AND THAT staff bring forward a Home Composter Rebate Program Proposal to the 2022 Budget Process for consideration.

Recommendation No. 7 *2022 Transit Improvement Program Recommendations*

THAT the report titled 2022 Transit Improvement Program Recommendations be received for information;

AND THAT based on Board direction, Administration confirm the intention to delay any expansion discussions until 2022.

Recommendation No. 8 *Transit Route 3 (Sechelt Arena) Proposed Routing Change*

THAT the report titled Transit Route 3 (Sechelt Arena) Proposed Routing Change be received for information;

AND THAT the proposed change to transit service Route 3 Sechelt Arena be approved for implementation on October 12, 2021.

Recommendation No. 9 *Infrastructure Services Department – 2021 Q2 Report*

THAT the report titled Infrastructure Services Department – 2021 Q2 Report be received for information.

258/21 cont. **Recommendation No. 10** *Water Supply Advisory Committee Minutes – July 12, 2021*

THAT the Water Supply Advisory Committee meeting minutes of July 12, 2021 be received for information.

Recommendation No. 11 *Transportation Advisory Committee Minutes – July 15, 2021*

THAT the Transportation Advisory Committee meeting minutes of July 15, 2021 be received for information.

Recommendation No. 12 *Solid Waste Management Plan Monitoring Advisory Committee Minutes – July 20, 2021*

THAT the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of July 20, 2021 be received for information.

Recommendation No. 13 *Correspondence Request for Stage 4 Water Restriction Exemption for Commercial Farmers*

THAT the correspondence from Raquel Kolof of the Sunshine Coast Farmer's Institute Board dated August 11, 2021 regarding a request for Stage 4 Water Restriction Exemption for Commercial Farmers be received for information.

Recommendation No. 14 *Correspondence Church Road Water License Application*

THAT the correspondence from Ed Pednaud of the Sechelt and District Chamber of Commerce to Minister Katrine Conroy dated September 3, 2021 regarding the SCRD Church Road Water License application be received for information.

CARRIED

Corporate **It was moved and seconded**

259/21 THAT Corporate and Administrative Services Committee recommendation Nos. 11 and 14 of September 23, 2021 be received, adopted and acted upon as follows:

Recommendation No. 11 *Advisory Committees – Policing and Public Safety and Transportation*

THAT effective January 2022, the Policing and Public Safety and Transportation Advisory Select Committees be integrated into the newly established Community Services Committee;

259/21 cont. AND THAT the Standing and Select Committee Review report and the select committees' Terms of Reference be referred to the October 2021 Transportation Advisory Committee and Policing and Public Safety Committee meetings for information and discussion on options to provide community input at the Community Services Committee meetings or in other forums.

Recommendation No. 14 *Award Report for Financial Audit Services*

THAT the report titled Award Report for Financial Audit Services be received for information;

AND THAT the contract for financial audit services be awarded to MNP LLP for "up-to" a five –year term with and "up-to" amount of \$244,665 (excluding GST) for the 2021-2025 fiscal years;

AND THAT the 2021-2025 Financial Plan be amended accordingly;

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

CARRIED

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

260/21 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 4, Block 20, District Lot 909, Plan 1275, PID 014-688-816, Folio 746.01375.000, Electoral Area E.

CARRIED

Office of CAO
Monthly Report **It was moved and seconded**

261/21 THAT the September 23, 2021 Office of the CAO Monthly Report be received for information.

CARRIED

COMMUNICATIONS

Request for Meeting **It was moved and seconded**

262/21 THAT the correspondence from the Office of the Premier dated September 10, 2021 regarding the SCRD request for a meeting with Premier Horgan to discuss the SCRD water supply emergency and other emerging issues on the Sunshine Coast be received for information;

262/21 cont. AND THAT the Board extend an invitation to the Office of the Premier to invite Premier Horgan to attend a future Board or Infrastructure Services Committee meeting to discuss SCRD water shortages, opportunities for cross-ministerial collaboration, and related issues on the lower Sunshine Coast;

AND FURTHER THAT the invitation be extended to include Honourable Nicholas Simons, MLA for the Sunshine Coast.

CARRIED

TOG Fire Protection
System Funding

It was moved and seconded

263/21 THAT the correspondence from Rebecca Anderson, Director of Corporate and Legislative Services and Corporate Officer dated September 16, 2021 regarding the Town of Gibsons funding contribution for a fire protection system at the Sechelt Aquatic Centre (SAC) be received for information;

AND THAT a letter be sent to the Town of Gibsons thanking them for their funding contribution for the fire protection system.

CARRIED

TOG Water Supply
Collaboration

It was moved and seconded

264/21 THAT a letter be sent to the Town of Gibsons thanking them for their support over the provision of water during the recent SCRD stage 4 water restrictions.

CARRIED

BYLAWS

Bylaw 310.193

It was moved and seconded

265/21 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021* be read a first time.

CARRIED

Bylaw 310.193

It was moved and seconded

266/21 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021* be read a second time.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

NEW BUSINESS

The Board discussed the new National Day for Truth and Reconciliation and directed staff to lower SCRD flags to half mast on September 30, 2021.

The Board moved In Camera at 3:17 p.m.

IN CAMERA**It was moved and seconded**

267/21

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 moved out of In Camera at 3:23 p.m.

ITEMS RELEASED FROM IN CAMERA

Appointment

It was moved and seconded

268/21

THAT Kim Graham and Robyn Hanson be appointed as members of the Water Supply Advisory Committee (WASAC).

CARRIED**ADJOURNMENT****It was moved and seconded**

269/21

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:23 p.m.

Certified correct

Corporate Officer

Confirmed this _____ day of _____

Chair

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

September 23, 2021

RECOMMENDATIONS FROM THE CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	D. Croal (Alt.)
		District of Sechelt	A. Toth

ALSO PRESENT*:	Chief Administrative Officer	D. McKinley
	G.M., Corporate Services / Chief Financial Officer	T. Perreault
	Corporate Officer	S. Reid
	G.M., Community Services	S. Gagnon (Part)
	G.M., Planning and Development	I. Hall (Part)
	G.M., Infrastructure Services	R. Rosenboom (Part)
	Sr. Mgr., Human Resources	G. Parker (Part)
	Manager, Communication and Engagement	A. Buckley (Part)
	Administrative Assistant / Recorder	T. Crosby
	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 9:31 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS AND DELEGATIONS

Councillor Aleria Ladwig and Mark Brown, Chief Administrative Officer of the Town of Gibsons, addressed the Committee regarding Holland Lands / Cultural Corner Committee and the Gibsons and District Public Library and advised that the next steps will be to meet with tenants and have an artist rendition of the Holland Lands Area for community input. Town of Gibsons funding has been approved for the initial project studies facilitator.

The Chair thanked Councillor Ladwig and Mr. Brown for their presentation.

Janet Hodgkinson, Board Chair and Heather Evans–Cullen, Library Director of the Gibsons and District Public Library addressed the Committee regarding the future expansion of Library Services, space for collections and office and programing work spaces.

The Chair thanked Ms. Hodgkinson and Ms. Evans-Cullen for their presentation.

Recommendation No. 1 *Holland Lands / Cultural Corner Committee - Communication*

The Corporate and Administrative Services Committee recommended that the letter from the Town of Gibsons regarding the Holland Lands / Cultural Corner Committee Terms of Reference be received for information.

Recommendation No. 2 *Gibsons and District Public Library Future Space Needs Assessment*

The Corporate and Administrative Services Committee recommended that the Gibsons and District Public Library Future Space Needs Assessment be received for information.

Recommendation No. 3 *Holland Lands / Cultural Corner Committee*

The Corporate and Administrative Services Committee recommended that the Sunshine Coast Regional District (SCRD) endorse the following Town of Gibsons resolution regarding the Holland Lands / Cultural Corner Committee:

“THAT the Holland Lands Committee be provided with a summary of how funding is applied to an SCRD asset located on Town owned property;

AND THAT detail of any financial limitations or implications for the expansion of an SCRD asset on Town property using Town funds be included in the summary.”

AND THAT the wording “...SCRD asset on Town property using Town *and SCRD funds* be included in the summary” be added;

AND FURTHER THAT the summary be provided to a Committee prior to October 20, 2021.

Recommendation No. 4 *Holland Lands / Cultural Corner Committee Appointees*

The Corporate and Administrative Services Committee recommended that Director Hiltz (with Director Pratt as alternate) be appointed to the Hollands Lands / Cultural Corner Committee;

AND THAT the Chief Administrative Officer designate an SCRD staff member to be appointed as a non-voting representative to the Hollands Lands / Cultural Corner Committee.

Recommendation No. 5 *Holland Lands / Cultural Corner Committee – Topic for Consideration*

The Corporate and Administrative Services Committee recommended that the topic of emergency planning be requested as an item of discussion for the Holland Lands / Cultural Corner Committee.

REPORTS

Recommendation No. 6 *2021 Strategic Plan Review*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Strategic Plan Review be received for information;

AND THAT the 2021 Strategic Plan Review amendments be approved and incorporated into the 2019-2023 Strategic Plan, with a further amendment as follows:

- Under “Asset Stewardship” – Plan for and ensure year-round water availability now and for the future – “Undertake a feasibility study to create a new regional service for the protection of watersheds and aquifers.”

Recommendation No. 7 *Board Advocacy Report – October 2021*

The Corporate and Administrative Services Committee recommended that the topic of SCRD Board advocacy be referred for further discussion at a Board meeting on or before October 28, 2021.

The Committee recessed at 10:56 a.m. and reconvened at 11:09 a.m.

Recommendation No. 8 *Budget Project Status Report*

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – September 2021 be received for information.

Recommendation No. 9 *Standing and Select Committee Review*

The Corporate and Administrative Services Committee recommended that the report titled Standing and Select Committee Review be received for information.

Recommendation No. 10 *Advisory Committees – Natural Resources and Agricultural*

The Corporate and Administrative Services Committee recommended that staff report to a Committee in Q4 of 2021 regarding options for incorporating public input on natural resources and agricultural issues as possible alternatives to the existing Natural Resources Advisory and the Agricultural Advisory Committees.

Recommendation No. 11 *Advisory Committees – Policing and Public Safety and Transportation*

The Corporate and Administrative Services Committee recommended that effective January 2022, the Policing and Public Safety and Transportation Advisory Select Committees be integrated into the newly established Community Services Committee;

AND THAT the Standing and Select Committee Review report and the select committees’ terms of reference be referred to the October 2021 Transportation Advisory Committee and Policing and Public Safety Committee meetings for information and discussion on options to provide community input at the Community Services Committee meeting or in other forums;

AND FURTHER THAT this recommendation be forwarded to the September 23, 2021 Regular Board Meeting.

Recommendation No. 12 *New Legislative Authority for Electronic Meetings*

The Corporate and Administrative Services Committee recommended that the report titled New Legislative Authority for Electronic Meetings be received for information;

AND THAT an amendment to *Sunshine Coast Regional District Board Procedures Bylaw No. 717, 2018* be prepared to authorize fully electronic and hybrid meetings, without requirement for any number of directors or the meeting Chair to be physically present, for SCRD Board, Standing and Select Committees, Board of Variance, volunteer advisory committee and commission meetings to align with the new legislative authority once it is confirmed post September 28, 2021;

AND FURTHER THAT all related policies, procedures and public notices be updated to reflect the implementation of the new electronic meeting framework.

Recommendation No. 13 *Budget 2022 Communications and Public Engagement Plan*

The Corporate and Administrative Services Committee recommended that the report titled Budget 2022 Communications and Public Engagement Plan be received for information.

Recommendation No. 14 *Award Report for Financial Audit Services*

The Corporate and Administrative Services Committee recommended that the report titled Award Report for Financial Audit Services be received for information;

AND THAT the contract for financial audit services be awarded to MNP LLP for “up-to” a five – year term with and “up-to” amount of \$244,665 (excluding GST) for the 2021-2025 fiscal years;

AND THAT the 2021-2025 Financial Plan be amended accordingly;

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

AND FURTHER THAT this recommendation be forwarded to the September 23, 2021 Regular Board Meeting.

Recommendation No. 15 *Grant-Status Update*

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

ADJOURNMENT 1:13 p.m.

Committee Chair

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

September 29, 2021

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

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	A. Toth
ALSO PRESENT*:	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault (Part)
	Corporate Officer		S. Reid
	G.M., Community Services		S. Gagnon (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		0

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Chief Administrative Officer McKinley provided an introduction to the process, lessons learned and next steps.

Recommendation No. 1 *Introduction – Board Remuneration Review Overview*

The Corporate and Administrative Services Committee recommended that the document titled Remuneration Review: At-A-Glance be received for information.

Recommendation No. 2 *Revised Draft – Directors’ Remuneration Bylaw*

The Corporate and Administrative Services Committee recommended that report titled Revised Draft – Directors’ Remuneration Bylaw be received for information;

AND THAT the revised draft *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be approved as amended to strike out "Once per calendar year" in Section 3(4).

Recommendation No. 3 *Directors' Remuneration Review Policy*

The Corporate and Administrative Services Committee recommended that the report titled Directors' Remuneration Review Policy be received for information;

AND THAT the proposed Directors – Remuneration Review Policy 5-1900-2 be approved as amended by striking out "and includes base salaries and supplemental payments that typically take the form of per meeting stipends" in Section 3.6;

AND FURTHER THAT the Terms of Reference for the Directors' Remuneration Review Task Force be approved with the following amendments:

- in Section 2.1(a) strike out "including consideration of an annual flat rate remuneration structure";
- in Section 2.2 strike out "...a Corporate and Administrative Services..." and replace with "...an appropriate Standing Committee ...";
- in Section 4.2 insert "the" as follows: "...will assess current compensations levels for *the* Regional District...";
- Section 4.3(b) insert "current directors" as follows: "...such as *current directors*, former elected officials...".

Recommendation No. 4 *Review of Directors Reimbursement of Travel and Other Expenses and Constituency Expense Policies*

The Corporate and Administrative Services Committee recommended that the report titled Review of Director Reimbursement of Travel and Other Expenses and Constituency Expense Policies be received for information;

AND THAT the Director Reimbursement of Travel and Other Expenses Policy be approved as presented.

Recommendation No. 5 *Review of Constituency Expense Policy*

The Corporate and Administrative Services Committee recommended that the Constituency Expense Policy be amended as follows:

- In the last sentence of paragraph three, strike out "The cell phone ..." and replace with "Devices not purchased...";

AND THAT the Constituency Expense Policy be brought back to a future Committee outlining options and the financial implications of implementing a monthly stipend to support internet, cellular phone and data expenses for Directors over and above the existing constituency expense allowance.

The Committee recessed at 11:21 a.m. and reconvened at 11:30 a.m.

Recommendation No. 6 *Directors' Roles and Responsibilities*

The Corporate and Administrative Services Committee recommended that the report titled Directors' Roles and Responsibilities be received for information;

AND THAT the following summary of discussion be brought back to a future committee for further consideration with respect to the Chair Roles and Responsibilities, the Electoral Area Director Roles and Responsibilities and the Municipal Director Roles and Responsibilities:

- Comments regarding Chair Role:

Under "Typical Responsibilities"

- Communication to the Board – types;
- Under d) add more detail regarding "setting the tone of the Board" and "maintaining conduct";
- Under c) more clarity regarding providing input and direction for agendas
- Add: Meet with and consult with the public on matters pertaining to the Regional District;

Under "Chair Competencies"

- Under (d) consider options to wording other than "Customer Service";
- Add: Familiarity / general knowledge of local government legislation.

Under "Chair Professional Development"

- Strike out "Attend" in the conference listings;

- Comments regarding Electoral Area Director Role:

Under "Typical Responsibilities"

- Add: may be required to chair committee meetings as appointed;
- Under l) replace "Engage in public consultation..." with "Respond to and assist with constituent inquiries and concerns...";
- Add: Familiarity / general knowledge of local government legislation.

Under "Director Competencies"

- in j) and l) insert "to": "Ability to...";

- Comments regarding Municipal Director:

Under "Typical Responsibilities"

- Replace instances (2) of "Electoral Area" with "Municipal Director";
- Add: may be required to chair committee meetings as appointed;
- Under l) replace "Engage in public consultation..." with "Respond to and assist with constituent inquiries and concerns...";
- Add: Reports back to respective councils on Regional District matters;
- Add: Familiarity / general knowledge of local government legislation;

Under "Director Competencies"

- in j) and l) insert "to": "Ability to...";

- Add a section for Professional Development with listed forums / conferences for Electoral Area Director and Municipal Director.

ADJOURNMENT

12:06 p.m.

Committee Chair



October 5, 2021

Pender Harbour Community School Society
PO Box 232
5012 Gonzales Rd
Madeira Park, BC V0N 2H0

Lori Pratt, SCR D Board Chair
1975 Field Road, Sechelt, BC V0N 3A1
(by Email)

Dear Chairperson Pratt,

As you may recall from previous correspondence, we have been working with the Pender Harbour Rotary Club on a project to replace our Community Learning Centre Building. This requirement came about as a result of a comprehensive needs survey which identified the following areas of our present building that are unsuitable for our operations and unhealthy for our staff and patrons. The existing portable classroom has an inadequate amount of space, the building is over 50 years old, there are no washrooms, sinks or running water in the structure, the floor joists and corner posts have rotted, the foundation is sinking and the insulation is poor to non-existent.

With help from our local Rotary Club, we have developed a shovel ready project to replace the present 800 Sq ft structure with 2 modern mobile units to increase our space to 1440 Sq ft. We hope to break ground on this new building in July 2022 with completion by September 2022. This new structure will benefit the Pender Harbour and Sunshine Coast communities with continued community outreach programs, educational, cultural, and recreational opportunities, but on greater scale, then have been carried out over the last 23 years.

We were not successful in our last grant request from the Investing in Canada Infrastructure Program (ICIP) which your Board supported. Not to be deterred, we are now seeking funds from the Canada Community Revitalization Fund (CCRF) grant.

A successful application could award us with up to 75% of the total cost of the new building and infrastructure, currently estimated at \$358,000. We have been successful in sourcing the other 25%, \$90000, and are excited to complete this new application.



We are respectfully requesting a new Letter of Support for this application (example attached). Below is the address and we ask that the letter specifically acknowledge our **Application Reference # WD0003075**, and stress the community, cultural, and recreational benefits that this new building will supply not only to our small community of Pender Harbour but to many others within the Sunshine Coast.

Please email the letter back to us so we can attach to the application.

Sincerely,

Helga Grout
Chairperson, Pender Harbour Community School Society

Address letter of support to:

**Canada Community Revitalization Fund
Western Economic Diversification Canada
1300 – 300 West Georgia Street
Vancouver, BC V6B 6B4
Application Reference # WD0003075**

Tracey Hincks

From: Amy Jonsson <amy.jonsson@griegseafood.com>
Sent: Tuesday, October 5, 2021 12:09 PM
To: Darnelda Siegers; Alton Toth; Dean McKinley; Board Chair
Cc: Katie Maximick
Subject: Invitation to upcoming Grieg Seafood Operation Update - November 15, 1pm - 3pm via Zoom

SCRD
RECEIVED

OCT 05 2021

CHIEF ADMINISTRATIVE
OFFICER

External Message

Good afternoon Vice Chairs Siegers and Toth,

On behalf of Rocky Boschman, Managing Director for Grieg Seafood, and the rest of the senior leadership team, we would like to extend an invitation to both of you, along with the rest of the SCR D Board, CAO McKinley and any other staff members who you feel would benefit, to our first bi-annual Operation Update meeting. Moving forward, we will be hosting two meetings per year, one in the fall and one in late spring, where we will be providing an overview of our operations as well as relevant or timely updates, answer questions and provide information.

The meetings will be attended by our senior leaders so we will be able to respond to questions and share information. The goal of these meetings is to help remove some of the mystery of how we farm, while openly sharing information about all aspects of our business. These first sessions will be hosted via Zoom due to Covid, but eventually we hope to move to in-person meetings.

The meeting will be held **November 15, 2021 from 1:00 p.m. to 3:00 p.m.**, and is also being offered to the Mayor, Council and CAO of Town of Powell River and MP for the Sunshine Coast – West Vancouver – Sea to Sky Patrick Weiler, who has several of our farms within his riding. **We will send a calendar invite, along with the finalized agenda and Zoom link shortly.**

In-line with both the Community Act, and Grieg's commitment to open and transparent communications and operations, the meeting will be open to the public. Meeting information, along with the link to view the meeting will be shared on the Grieg website, as well as on our social media. As with municipal council and regional district board meetings, we will be accepting questions from members of council, boards and provincial or federal elected officials. We will follow up with the public directly regarding any questions we receive either about the sessions, or the content shared.

Please let me know if you have any questions, or if there is anything we can provide in advance. I can be reached at this email (amy.jonsson@griegseafood.com) or on my cell (text or phone) at 250-287-0849.

Thank you, and we look forward to connecting with you.
 Amy

Amy Jonsson

Communications Director
 Coast Salish, Kwakwaka'wakw and Nuuchah-nulth Territory



ROOTED IN NATURE

Grieg Seafood BC Ltd.
#106 – 1180 Ironwood Street
Campbell River, BC V9W 5P7
Mobile: 250-287-0849
Email: amy.jonsson@griegseafood.com
www.griegseafoodcanada.com

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Celebrating 20 years in BC

This message originated outside the SCRD. Please be cautious before opening attachments or following links.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 732

A Bylaw to provide for the remuneration and expenses of Directors and Alternate Directors

WHEREAS it is desirable and prudent to provide for the payment of remuneration and eligible expenses of the Directors and the Alternate Directors of the Sunshine Coast Regional District for work related to attending and preparing for meetings of the Regional District; representing the Regional District at other meetings and conferences; and engaging in Regional District business generally;

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

1. Citation

This Bylaw may be cited as *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021*.

2. Definitions

In this Bylaw:

"Acting in the capacity of Board Chair" means those times when the Board Chair is unavailable for a period of one week or longer, or as resolved by the Board, or those times when the Vice Chair or a Director is required to attend to business in the place of the Chair, including but not limited to, document execution.

"Alternate Director" means the person officially appointed by:

- i) an Electoral Area Director when that person is acting in the place of the Electoral Area Director;
- ii) each of the District of Sechelt, the Town of Gibsons, and the Sechelt Indian Government District when that person is acting in the place of the Municipal Director.

"Board" means the Sunshine Coast Regional District Board in its entirety and does not include standing committees or select committees of the Board.

"Committee" means a Sunshine Coast Regional District Standing or Select Committee.

"Director" means an Electoral Area Director or a Municipal Director.

"Electoral Area Director" means the person elected for each of Electoral Area A, Electoral Area B, Electoral Area D, Electoral Area E and Electoral Area F to sit on the Board.

"Meeting" means a meeting of the Board, a Committee, or other meeting related to Regional District business including conferences, conventions and seminars as provided for in this bylaw.

"Municipal Director" means the person or persons appointed by each of the District of Sechelt, the Town of Gibsons, and the Sechelt Indian Government District to sit on the Board.

"Regional District" means the Sunshine Coast Regional District.

3. Remuneration

- (1) The remuneration for the Directors of the Sunshine Coast Regional District Board will be as per Schedule A attached to and forming part of this Bylaw.
- (2) The remuneration as set out in Schedule A of this Bylaw will be paid bi-weekly.
- (3) When representing the Regional District, a Director will be entitled to a conference stipend as set out in Schedule A of this Bylaw for attending the annual conference of the Union of British Columbia Municipalities (UBCM), the Association of Vancouver Island and Coastal Communities (AVICC), the UBCM Annual Electoral Area Directors Forum, and the Local Government Leadership Academy Conference.
- (4) A Director may, prior to attending a conference not listed in section 3(3) of this Bylaw, request approval by Board resolution to attend such conference and receive the conference stipend as set out in Schedule A of this Bylaw.
- (5) When the Vice Chair or a Director is acting in the capacity of Board Chair, the Vice Chair or Director will receive a remuneration supplement for the period of time they are acting in the capacity of the Chair in accordance with the rate set out in Schedule A of this Bylaw.
- (6) Notwithstanding any other section of this bylaw, if a Director is absent for three consecutive meetings of the Board without the leave of the Board, the Regional District will suspend payment of the annual stipend to that Director which will be effective the day following the date of such third consecutive absence, and remain in effect until the day such Director resumes attendance at meetings of the Board following their absence.
- (7) When a Director attends a portion of a meeting and the Alternate Director attends another portion of the same meeting, the Alternate Director will be compensated as though they had attended the entire meeting.
- (8) On January 1st each year, remuneration set out in Schedule A of this Bylaw will be adjusted by the percentage change in the Consumer Price Index for Vancouver over the preceding twelve (12) month period ending October 31st.
- (9) Electoral Area Directors are entitled to Provincial Medical, Extended Health and Dental benefits as are provided to employees of the Regional District and the Regional District will pay one hundred percent (100%) of the cost of monthly premiums.
- (10) All Directors and Alternate Directors are entitled to Accidental Death and Dismemberment insurance for injuries sustained while travelling for the business of the Regional District as per the terms of the policy and the Regional District will pay one hundred percent (100%) of the cost of monthly premiums.

4. Expenses

- (1) A Director or Alternate Director will be reimbursed, as per the Regional District Expense Reimbursement Policy for expenditures incurred by them when they are:
 - i) representing the Regional District,
 - ii) engaging in Regional District business,
 - iii) attending a meeting of the Board, or
 - iv) attending a meeting, seminar or course.

- (2) In addition to section 4(1), a Director representing the Regional District will be reimbursed as per the Regional District Expense Reimbursement Policy for expenditures incurred by them when they are attending a Federation of Canadian Municipalities (FCM), Union of BC Municipalities (UBCM) and Association of Vancouver Island and Coastal Communities (AVICC) conference or convention.
- (3) All expenses and expenditures not specifically authorized by the Expense Reimbursement Policy must receive the authorization of the Board before they are incurred to be eligible for reimbursement.
- (4) All expenses and expenditures must be supported by proper and complete receipts, together with a signed claim for reimbursement or payment, and provided to the Chief Financial Officer. Receipts need not be provided for non-commercial accommodation, private motor vehicle use and per diem claims for meals.
- (5) Within two weeks of delivery by a Director or Alternate Director to the Chief Financial Officer of a signed claim with supporting receipts in accordance with the Expense Reimbursement Policy, the Chief Financial Officer will pay to the Director or Alternate Director, the amount of the expenditures made or expenses incurred.

5. Severability

If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

6. Repeal

Sunshine Coast Regional District Directors' Remuneration Bylaw No. 636, 2011 and amendments thereto are hereby repealed.

7. Effective Date

Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021 comes into force and effect on October 31, 2021.

READ A FIRST TIME	this	14 th	day of	October, 2021
READ A SECOND TIME	this	14 th	day of	October, 2021
READ A THIRD TIME	this	14 th	day of	October, 2021
ADOPTED	this	14 th	day of	October, 2021

CORPORATE OFFICER

CHAIR

Schedule A Effective October 31, 2021				
	Annual Stipend	\$ for any day attending Meetings	Supplement for acting in capacity of Board Chair (per day)	Conference Stipend per day attended
Electoral Area Director	\$33,363	n/a	\$89.82	\$158.54
Municipal Director	\$23,354	n/a	\$89.82	\$158.54
Chair supplement	\$23,354	n/a		n/a
Vice-chair supplement	\$3,003	n/a	\$78.27	n/a
Alternate Director	\$1,600	\$255		n/a