



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, JUNE 8, 2023

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of May 25, 2023

Annex A
Pages 4 - 10

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Board Policy Review Committee recommendation Nos. 1-29 of June 1, 2023
4. Special Committee of the Whole recommendation No. 1 of June 1, 2023
5. 2061303 Refrigeration Services Agreement– Contract Term Extension – Manager, Facility Services
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1)

Annex B
pp 11 - 15

Annex C
pp 16 - 17

Annex D
pp 18 - 20

COMMUNICATIONS

6. Jenny Wright, Aquarium Curator, Nicholas Sonntag Marine Education Centre dated May 23, 2023
Regarding Letter of Support for the Clean Coast Clean Waters Initiative Fund Grant Application

Annex E
p 21

MOTIONS

BYLAWS

7. *Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023*
– first, second, third reading and adoption
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1)

Annex F
p 22

- | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 8. | <i>Halfmoon Bay Smoke Control Operating Reserve Fund Establishment Bylaw No. 744, 2023</i>
– first, second, third reading and adoption
(Voting – All Directors – 1 Vote Each) | Annex G
p 23 |
| 9. | <i>Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023</i>
– first, second, third reading and adoption
(Voting – All Directors – 1 Vote Each) | Annex H
p 24 |
| 10. | <i>Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023</i>
– first, second, third reading and adoption
(Voting – All Directors – 1 Vote Each) | Annex I
p 25 |
| 11. | <i>Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023</i>
– first, second, third reading and adoption
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1) | Annex J
p 26 |
| 12. | <i>Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023</i>
– first, second, third reading and adoption
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1) | Annex K
p 27 |
| 13. | <i>Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023</i>
– first, second, third reading and adoption
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1) | Annex L
p 28 |
| 14. | <i>Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023</i>
– first, second, third reading and adoption
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1) | Annex M
p 29 |

DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (g), (k) of the *Community Charter* – “personal information about an identifiable individual...”; “litigation or potential litigation...”; “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages ...”.

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

May 25, 2023

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

PRESENT:	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs (in part)
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster (in part)
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
		shíshálh Nation Government District	P. Paul
ALSO PRESENT:	Chief Administrative Officer		D. McKinley (in part)
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Planning and Development		I. Hall
	GM, Community Services		S. Gagnon
	GM, Infrastructure Services (Acting)		M. Brown (in part)
	Executive Assistant		C. Armitage (in part)
	Capital Projects Engineer		S. Wijayabandara (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Electoral Area A, Alternate Director		C. Alexander
	Media		1
	Public		0

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

CALL TO ORDER 4:03 p.m.

AGENDA It was moved and seconded

128/23 THAT the agenda for the meeting be adopted as amended by striking out 'Directors' Reports'.

CARRIED

MINUTES

Minutes It was moved and seconded

129/23 THAT the Regular Board meeting minutes of May 11, 2023 be adopted.

CARRIED

Director Inkster joined the meeting at 4:07 p.m.

REPORTS

COW

It was moved and seconded

130/23

THAT Committee of the Whole recommendation Nos. 2-7 of May 11, 2023 be received, adopted and acted upon as follows:

Recommendation No. 2 *Hopkins Landing Waterworks District*

THAT the report titled Hopkins Landing Waterworks District be received for information;

AND THAT a grant application of up to \$15,000 be submitted on behalf of the Sunshine Coast Regional District for the Hopkins Landing Waterworks District to fund a condition assessment and feasibility study through the Infrastructure Planning Grant Program (IPGP);

AND FURTHER THAT a letter be sent to Hopkins Landing Waterworks District seeking a letter of support for the grant application and confirmation they'll fund expenses not covered by the IPGP grant if successful.

Recommendation No. 3 *2023 Union of British Columbia Municipalities (UBCM) Resolutions*

THAT the report titled 2023 Union of British Columbia Municipalities (UBCM) Resolutions, Annex C, be referred to the May 25, 2023, Board meeting.

Recommendation No. 4 *Halfmoon Bay Community Hall Project Update*

THAT the report titled Halfmoon Bay Community Hall Project Update be received for information.

Recommendation No. 5 *Infrastructure Services Department – 2023 Q1 Report*

THAT the report titled Infrastructure Services Department – 2023 Q1 Report be received for information.

Recommendation No. 6 *Planning and Development Department 2023 Q1 Report*

THAT the report titled Planning and Development Department 2023 Q1 Report be received for information.

130/23 cont. **Recommendation No. 7** *Community Services Department 2023 Q1 Report*

THAT the report titled Community Services Department 2023 Q1 Report be received for information.

CARRIED

COW **It was moved and seconded**

131/23 THAT Committee of the Whole recommendation No. 1 of May 11, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Sunshine Coast Junior Hockey Franchise Update*

THAT the report titled Sunshine Coast Junior Hockey Franchise Update be received for information;

AND THAT the SCRD Board confirm that staff are to continue working with the Sunshine Coast Junior Hockey Society and the Coastal Sports and Entertainment Group to further the development of the legal documentation required to outline the roles and responsibilities of each party as per the considerations adopted by resolution 174/22, Recommendation No. 11 at the June 23, 2022 Board meeting and further outlined in Attachment A of this report;

AND THAT the Board approve entering into a 5-year agreement with the Coastal Sports and Entertainment Group that includes priority ice allocations and confirmation of Junior ice rentals at a newly established rental rate of \$120 per hour for the first season, with an annual increase of up to 5% in each subsequent season;

AND THAT subject to entering into a 5-year agreement with the Coastal Sports and Entertainment Group, *Sunshine Coast Regional District Recreation Fees and Charges Bylaw No. 599* be amended to incorporate a new Junior Ice Rental Rate of \$120.00 per hour in year one, increasing annually by 5% every August 1;

AND FURTHER THAT a letter of support be provided to the Sunshine Coast Junior Hockey Society that confirms the SCRD's support for their proposal for a Junior Hockey franchise.

CARRIED

Director Backs left the meeting at 4:14 p.m.

EAS **It was moved and seconded**

132/23 THAT Electoral Area Services Committee recommendation Nos. 1-9 of May 18, 2023 be received, adopted and acted upon as follows:

132/23 cont.

Recommendation No. 1 *Sunshine Coast Tourism Delegation*

THAT the delegation materials from Sunshine Coast Tourism be received for information.

Recommendation No. 2 *Development Approvals Process Review (DAPR) Project Update*

THAT the report titled Planning Enhancement Project 1 (PEP1): Development Approvals Process Review (DAPR) Project Update be received for information.

Recommendation No. 3 *Project Overview: Planning Enhancement Project 2 (PEP2) - Official Community Plan Renewal*

THAT the report titled Project Overview: Planning Enhancement Project 2 (PEP2) - Official Community Plan Renewal be received for information.

Recommendation No. 4 *Development Permit Application DP000280 (818 Geddes Road, Roberts Creek)*

THAT the report titled Development Permit Application DP000280 (818 Geddes Road, Roberts Creek) be received for information;

AND THAT the Development Permit DP000280 for Development Permit Area 8 (Agricultural Buffering) be authorized for issuance, subject to the following conditions:

1. Completion of a survey, prepared by a B.C. Land Surveyor, delineating the agricultural buffer area;
2. Registration of a restrictive covenant limiting activity within the agricultural buffer;
3. Enhancement and restoration of the agricultural buffer area in accordance with the Planting Plan; and
4. Provision of a security deposit to SCRD based on 50 percent of the estimated cost of the landscape works, in accordance with the *Roberts Creek Official Community Plan, Bylaw No. 641*. The security deposit will be refunded after one full growing season and upon confirmation that the landscape works have been completed in a manner acceptable to the Manager, Planning and Development.

Recommendation No. 5 *Cliff Gilker Sports Field Turf Recovery*

THAT the report titled Cliff Gilker Sports Field Turf Recovery be received for information;

AND THAT the Cliff Gilker Sports Field be closed for use until the fall of 2024;

132/23 cont. AND FURTHER THAT staff submit budget proposals for a turf recovery program as well as hooking up the irrigation system to the onsite well, for the Boards consideration during the 2024 budget deliberations.

Recommendation No. 6 *Egmont/Pender Harbour (Area A) Advisory Planning Commission Meeting Minutes of April 26, 2023*

THAT the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of April 26, 2023 be received for information.

Recommendation No. 7 *Halfmoon Bay (Area B) Advisory Planning Commission Meeting Minutes of April 25, 2023*

THAT the Halfmoon Bay Advisory Planning Commission meeting minutes of April 25, 2023 be received for information.

Recommendation No. 8 *West Howe Sound APC Meeting Minutes of April 26, 2023*

THAT the West Howe Sound Advisory Planning Commission meeting minutes of April 26, 2023 be received for information.

Recommendation No. 9 *Elphinstone (Area E) Advisory Planning Commission Meeting Minutes of April 26, 2023*

THAT the Elphinstone Advisory Planning Commission meeting minutes of April 26, 2023 be received for information.

CARRIED

Director Backs returned to the meeting at 4:14 p.m.

Contract Amendment **It was moved and seconded**

133/23 THAT the report titled Henry and Chaster Road Watermain Replacement Asphalt Work Services (2137008) Contract Amendment No. 4 be received for information;

AND THAT the contract with BA Blacktop Ltd. for the Henry and Chaster Road Watermain Replacement Asphalt Work Services be increased by \$75,836, for a total up to \$291,000 (excluding GST), which includes a contingency of \$27,869;

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

CARRIED

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

134/23 THAT the report titled Placement of Notice on Title be received for information;

134/23 cont. 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 District Lot 3252, Group 1, NWD, PID 015-886-182, Folio 746.06014.000.

CARRIED

2023 UBCM
Resolutions

It was moved and seconded

135/23 THAT the report titled 2023 Union of British Columbia Municipalities (UBCM) Resolutions be received for information;

AND THAT the following draft resolution be approved as amended and submitted to the 2023 UBCM Convention before the June 30, 2023 deadline:

BC Transit Expansion Funding

WHEREAS the current Annual Operating Agreements between BC Transit and local governments provide for base service levels that are equal to the previous year but do not reflect agreed upon expanded transit service levels;

AND WHEREAS local governments are expected to authorize future commitments for transit expansion which are subject to cost increases at the discretion of BC Transit:

THEREFORE BE IT RESOLVED that UBCM urge the provincial government to provide a rolling *5-year* funding commitment to BC Transit in order to provide and secure longer term funding assurances necessary for local governments to adequately budget and plan for transit expansion beyond the current year.

AND FURTHER THAT staff prepare additional resolutions for consideration at the 2023 UBCM Convention on the following topics:

- amending the Recycling Regulation to expand Extended Producer Responsibility (EPR) programs for future inclusion of Industrial, Commercial and Institutional (ICI) packaging and paper products;
- flexible Transit Service delivery models; and
- funding formulas for Community Works Fund (Formerly Gas Tax Fund) and Community Growth Fund.

CARRIED

The Board moved In Camera at 4:58 p.m.

IN CAMERA**It was moved and seconded**

136/23

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (g) and (k) of the *Community Charter* – “personal information about an identifiable individual...”; “litigation or potential litigation...”; and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages ...”.

CARRIED

The Board moved out of In Camera at 5:07 p.m.

RELEASE OF ITEMS FROM IN CAMERAPOMO Appointment **It was moved and seconded**

137/23

THAT Andrew Kennedy be appointed as the Ports Monitor Committee representative for the Port Graves dock for a two-year term;

AND THAT staff continue with recruitment for Ports Monitor Committee representatives for Halfmoon Bay and Vaucroft docks.

CARRIED**ADJOURNMENT**

138/23

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 5:07 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
BOARD POLICY REVIEW COMMITTEE**

June 1, 2023

RECOMMENDATIONS FROM THE BOARD POLICY REVIEW COMMITTEE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Electoral Area E	K. Stamford
	Directors	Electoral Area D Electoral Area F District of Sechelt	K. Backs D. McMahon A. Toth
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Planning and Development		I. Hall (in part)
	Senior Manager, Human Resources		G. Parker
	Executive Assistant		C. Armitage
	Legislative Assistant / Recorder		K. Wiebe
	Area A Alternate Director		C. Alexander
	Media		0
	Public		0

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

CALL TO ORDER 9:31 a.m.

AGENDA The agenda was adopted as amended by adding the following item under New Business:

- Advancing Identified Policies for Revision

REPORTS

The Corporate Officer provided an overview of Board policies and where they fit within the legislative framework for the Regional District.

Recommendation No. 1 Policy and Procedure Framework

The Board Policy Review Committee recommended that the report titled Policy and Procedure Framework be received for information;

AND THAT the Committee adopt the Policy and Procedure Framework as presented.

Recommendation No. 2 *Policies Flagged for Minor Revision*

The Board Policy Review Committee recommended that the report titled Policies Flagged for Minor Revision be received for information.

Recommendation No. 3 *Laying of Wreaths*

The Board Policy Review Committee recommended that the Laying of Wreaths Policy be adopted as presented with the following additional amendments:

- In section 4.1: strike out the words “one hundred dollars will be donated” and replace with the words “a donation will be made”.

Recommendation No. 4 *Board Administration*

The Board Policy Review Committee recommended that the Board Administration Policy be adopted as presented with the following additional amendments:

- Section 4.5 be deleted and replaced with "Alternate Directors will not be provided with corporate cell phones or other electronic devices.”;

AND THAT section 4.6 be added as follows:

- “4.6 Alternate Directors will not have access to In Camera files except when acting in the absence of the Director.”;

AND FURTHER THAT the title of the policy be amended to “Board Administration: Directors and Alternate Directors”.

Recommendation No. 5 *Petitions and Delegations*

The Board Policy Review Committee recommended that the Petitions and Delegations Policy be adopted as presented.

Recommendation No. 6 *Agenda Item Submission Deadline*

The Board Policy Review Committee recommended that the Agenda Item Submission Deadline Policy be adopted as presented with the following additional amendment:

- Insert section “5.1 g) A Notice of Motion and items of New Business are excluded from this policy.”

Recommendation No. 7 *Pesticide Use and Invasive Species Management*

The Board Policy Review Committee recommended that the Pesticide Use and Invasive Species Management Policy be referred to staff and brought forward to a future Committee meeting for further review and major revision.

Recommendation No. 8 *Procurement*

The Board Policy Review Committee recommended that the Procurement Policy be referred to staff and brought forward to a future Committee of the Whole meeting for further review and major revision.

Recommendation No. 9 *Use and Insurance of Rental and Personal Vehicles*

The Board Policy Review Committee recommended that the Use and Insurance of Rental and Personal Vehicles Policy be adopted as presented.

Recommendation No. 10 *Support Service Allocation*

The Board Policy Review Committee recommended that the Support Service Allocation Policy be adopted as presented;

AND THAT the provision in section 5. EXCEPTIONS “Exceptions to this policy may be made by the Chief Administrative Officer or designate.” be reinstated.

Recommendation No. 11 *Debt Management*

The Board Policy Review Committee recommended that the Debt Management Policy be adopted as presented.

Recommendation No. 12 *Directors - Reimbursement of Travel & Other Expenses*

The Board Policy Review Committee recommended that the Directors - Reimbursement of Travel & Other Expenses Policy be adopted as presented;

AND THAT the title of the policy be amended to “Reimbursement of Director’s Travel and Other Expenses”.

Recommendation No. 13 *Directors - Travel Accident Insurance*

The Board Policy Review Committee recommended that the Directors - Travel Accident Insurance Policy be referred back to staff for review and be brought to a future committee to confirm the recommendation to repeal.

Recommendation No. 14 *Screening Officer Bylaw Notice*

The Board Policy Review Committee recommended that the Screening Officer Bylaw Notice Policy be adopted as presented.

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

Recommendation No. 15 *Street Lighting*

The Board Policy Review Committee recommended that the Street Lighting Policy be repealed.

Recommendation No. 16 *Independent Power Production Development in the Sunshine Coast Regional District*

The Board Policy Review Committee recommended that the Independent Power Production Development in the Sunshine Coast Regional District Policy be repealed.

Recommendation No. 17 *Funding Watermain Extensions DRAFT*

The Board Policy Review Committee recommended that the Funding Watermain Extensions Draft Policy be repealed.

Recommendation No. 18 *SCRD Park Naming*

The Board Policy Review Committee recommended that the SCRD Park Naming Policy be combined with the Parks and Recreation Room Naming Policy and be referred back to staff for review and major revision.

Recommendation No. 19 *Development Variance Permits*

The Board Policy Review Committee recommended that the Development Variance Permits Policy be adopted as presented with the following additional amendment:

- In section 4.2: strike out the word “following” and replace with the word “preceding”.

Recommendation No. 20 *Geo-Hazard Acceptability in Development Approval*

The Board Policy Review Committee recommended that the Geo-Hazard Acceptability in Development Approval Policy be repealed.

Recommendation No. 21 *Water Extraction for the Purpose of Commercial Bottled Water Sales*

The Board Policy Review Committee recommended that the Water Extraction for the Purpose of Commercial Bottled Water Sales Policy be retained as presented;

AND THAT section 4. be amended to:

4. POLICY

“The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water export from the Sunshine Coast.”;

AND FURTHER THAT the title of the policy be amended to “Water Extraction for the Purpose of Commercial Bottled Water Export”.

Recommendation No. 22 *Community Amenity Contribution for Independent Power and Resource Projects*

The Board Policy Review Committee recommended that the Community Amenity Contribution for Independent Power and Resource Projects Policy be adopted as presented.

Recommendation No. 23 *Strategic Planning*

The Board Policy Review Committee recommended that the Strategic Planning Policy be repealed.

Recommendation No. 24 *Room Naming - Parks and Recreation Facilities*

The Board Policy Review Committee recommended that the Room Naming - Parks and Recreation Facilities Policy be combined with the Parks and Recreation Room Naming Policy and be referred back to staff for major revision.

Recommendation No. 25 *Free Ticket Program*

The Board Policy Review Committee recommended that the Free Ticket Program Policy be brought forward to a future Committee meeting for further review and major revision;

AND THAT staff explore aligning the approach for free Transit tickets with free recreation passes.

Recommendation No. 26 *Additional Policies for Review*

The Board Policy Review Committee recommended that the report titled Additional Policies for Review be received for information.

Recommendation No. 27 *Staff Development Policy*

The Board Policy Review Committee recommended that the Staff Development Policy be repealed.

Recommendation No. 28 *Performance Management Policy*

The Board Policy Review Committee recommended that the Performance Management Policy be repealed.

NEW BUSINESS**Recommendation No. 29** *Board Policies for Major Revision*

The Board Policy Review Committee recommended that staff report back to a future Committee of the Whole identifying all the Board policies under review for major revision, with an indication of timelines as to when they will be brought forward for Board consideration.

ADJOURNMENT

11:49 a.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
SPECIAL COMMITTEE OF THE WHOLE
Regional Growth Framework**

June 1, 2023

RECOMMENDATIONS FROM THE SPECIAL COMMITTEE OF THE WHOLE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Town of Gibsons	S. White
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt	L. Lee J. Gabias K. Backs D. McMahon K. Stamford A. Toth D. Inkster
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	General Manager, Planning and Development		I. Hall
	General Manager, Community Services		S. Gagnon
	Manager, Planning and Development		J. Jackson
	Senior Planner		Y. Siao
	Corporate Officer		S. Reid (part)
	Alternate Director, Area A		C. Alexander
	Mayor, District of Sechelt		J. Henderson (part)
	Recording Secretary		A. O'Brien
	Media		1
	Public		0

**Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

CALL TO ORDER 1:30 p.m.

AGENDA The agenda was amended to include the addition of an In-Camera session.

IN CAMERA

The Committee moved In-Camera at 1:32 p.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “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 1:57 p.m.

REPORTS**Recommendation No. 1** *SCRD Regional Growth Framework Baseline Research*

The Committee of the Whole recommended that the report titled Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports be received for information;

AND THAT the following recommendations be approved as the next steps for the SCRD Regional Growth Framework Baseline Research project:

1. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to other local governments, Islands Trust, Gambier Local Trust Committee, First Nations and Electoral Area Advisory Planning Commissions inviting feedback.
2. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to School District 46, Vancouver Coastal Health, Ministry of Transportation and Infrastructure, Sunshine Coast Resource Centre, Sunshine Coast Community Services Society, Sunshine Coast Farmers' Institute, BC Ferries Corporation, Roberts Creek Official Community Plan Committee, inviting feedback.
3. Continue development of a Let's Talk SCRD page to gather comments and ideas from community groups and the community.
4. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to the SCRD Strategic Planning process.
5. Staff to use the Regional Growth Baseline Framework as a key input for the PEP2 (Official Community Plan Renewal) project.
6. Encourage other local governments to use the Regional Growth Baseline Framework as a key input for any upcoming Official Community Plan updates or renewals.
7. Staff to prepare a set of options for next steps / implementation to consider, beyond integration with strategic plans and Official Community Plans, following receipt of referral comments and Let's Talk input for a timeline of Q3/Q4 2023.

ADJOURNMENT

2:27 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – June 8, 2023

AUTHOR: Allen van Velzen, Manager, Facility Services

SUBJECT: 2061303 REFRIGERATION SERVICES AGREEMENT– CONTRACT TERM EXTENSION

RECOMMENDATION(S)

- (1) THAT the report titled 2061303 Refrigeration Services Agreement - Contract Term Extension be received for information;**
 - (2) AND THAT the contract with Temp-Pro Refrigeration Ltd. for refrigeration system annual maintenance and repair services be extended for an additional 22-month period to May 31, 2025;**
 - (3) AND THAT the contract with Temp-Pro Refrigeration Ltd. be increased by \$93,135 for a total value of up to \$325,135 (excluding GST);**
 - (4) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) is responsible for the operation of ammonia refrigeration systems at the Gibsons and Area Community Centre and Sunshine Coast Arena. In March of 2018 an order was issued to the SCRD by Technical Safety BC (TSBC) requiring a maintenance contract with a licensed contractor to be put in place to maintain the SCRD's Special Status Plant (Risk Assessed).

This special status allows the SCRD to operate refrigeration systems at ice facilities with reduced staffing requirements, ultimately creating cost efficiencies while ensuring all safety guidelines and protocols are still in place. Failure to have a refrigeration systems maintenance contract in place could result in revocation of the SCRD's Special Status Plant (Risk Assessed) which would result in the requirement for 24-hour attendance by a certified operator at each site, to continue to operate any SCRD ammonia refrigeration system.

In 2020, SCRD requested proposals from qualified contractors to provide refrigeration services which includes annual maintenance, repairs and minor capital. A three-year contract was signed with Temp-Pro Refrigeration Ltd. The original contract term will expire on July 31, 2023, and can be extended for up to two additional years.

The original contract value of up to \$232,000 (inclusive of a contingency of \$43,000 for additional repair services) was originally thought to be sufficient to fund the full five years of the contract. Over the term of the contract to date, additional costs incurred for repairs, required improvements due to TSBC Safety Orders, as well as minor capital renewal projects, have exceeded the repair contingency (see Financial Implications section).

The service agreement is based on fixed labour costs with materials being cost plus. Over the past two years, price increases for materials have far surpassed staff estimates from 2020, further impacting the contract cost to date.

Of note: due to facility closures and reduced operating hours during the COVID-19 pandemic, some refrigeration system annual maintenance was deferred. For example, major compressor overhauls were able to be deferred by the closures and reduced operating hours. This work must now be completed.

DISCUSSION

Temp-Pro Refrigeration Ltd. has provided the SCRD with refrigeration system maintenance services under the current contract since 2020 and has met all requirements. Staff are content with the provided services and Temp-Pro continues to offer telephone technical support at no additional cost, which is of added value to the SCRD.

Financial Implications

The table below outlines the contract cost of years 1 through 3 and estimated costs of years 4 through 5.

Past Contract Years	Annual Maintenance	Repairs	Minor Capital	Safety Order Compliance	Total
1	\$30,903	\$13,659	-	-	\$44,562
2	\$24,815	\$7,080	\$19,029	\$24,343	\$75,267
3	\$32,448	\$14,330	-	\$8,965	\$55,743
Contract Extension Years					
4	\$57,563	\$22,000	-	-	\$79,563
5	\$50,000	\$20,000	-	-	\$70,000
				Total	\$325,135

Based on historical repair costs, required repairs in 2023 (major compressor overhauls), as well as cost increases for materials, staff recommend increasing the annual repair contingency from the current \$8,600 per year to \$22,000 in 2023 and \$20,000 in the fifth year of the contract.

Refrigeration services are funded from the annual operating budget for Facility Services [613]. The recommended increase to the contract contingency is greater than originally anticipated, however, given the timing of this contract renewal (2023 budget approved and tax rate set), staff are not requesting additional funding at this time. Staff are cognizant of current market conditions and cost increases being realized across a wide range of goods and services and will do their best to closely monitor operating budget allocations through variance reporting and implement measures to mitigate cost overruns as much as possible. Should it be determined that the current operational budget is insufficient, staff will come back to the board with a budget proposal to increase the 2024 base operating budget to better align with the contract.

STRATEGIC PLAN AND RELATED POLICIES

N/A – Operational

CONCLUSION

The SCRD entered a three-year contract in 2020 with Temp-Pro Refrigeration Ltd. for refrigeration maintenance and repair services. The original contract includes the option to extend the contract for up to two additional years. Staff recommend that the option to extend the contract be exercised and that the total contract value be increased to a value not to exceed \$325,135 (excluding GST).

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM	X - S. Gagnon	Legislative	
CAO	X – D. McKinley	Purchasing	X - V. Schilling

May 23, 2023

To Whom it May Concern,

I hope this email finds you well.

My name is Jenny Wright and I am the Curator/Manager at the Nicholas Sonntag Marine Education Centre in Gibsons.

I am hoping that you will be able to assist with a project that has recently come up again, with a Letter of Support from the SCRD.

We have the opportunity to apply for the Clean Coast Clean Waters Initiative Fund again this year, in partnership with the Ocean Legacy Foundation (OLF) and other not-for-profit/charitable conservation organizations. The grant would allow us to clean up marine debris from all along the Sunshine Coast, while diverting the majority of the waste away from the landfill. We have taken part in this initiative for the last two years and were successful in clearing nearly 4 tonnes of marine debris from along the Sunshine Coast, and diverting nearly 70% of that away from landfill to be recycled or repurposed.

This year we are proposing to clear marine debris from area's within the Átl'ka7tsem/Howe Sound and Thormanby Island. We are working with both the Sechelt and Squamish Nation on this project too.

I have attached a previous letter of support that SCRD provided us last year for the same project for reference and editing.

If you need any further information, please do not hesitate to contact me. I look forward to hearing from you.

Kind Regards,

Jenny Wright (She/Her)
 Aquarium Curator
 NSMEC
 Office: (604) 886-8814
 Cell: (604) 212-1369



Nicholas Sonntag Marine Education Centre at the Gibsons Public Market
gibsonsmarine-ed.org | @nsmec | gibsonspublicmarket.com

I am honoured that my work takes place on the unceded territory of the Skwxwú7mesh Úxwumixw (Squamish Nation).

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 743

A bylaw to establish an operating reserve fund for Office Building Upgrades

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Office Building Upgrades Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	8 th	day of	June, 2023
READ A SECOND TIME	this	8 th	day of	June, 2023
READ A THIRD TIME	this	8 th	day of	June, 2023
ADOPTED	this	8 th	day of	June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 744

A bylaw to establish an operating reserve fund for Halfmoon Bay Smoke Control

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Halfmoon Bay Smoke Control Operating Reserve Fund Establishment Bylaw No. 744, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Halfmoon Bay Smoke Control Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	8 th	day of	June, 2023
-------------------	------	-----------------	--------	------------

READ A SECOND TIME	this	8 th	day of	June, 2023
--------------------	------	-----------------	--------	------------

READ A THIRD TIME	this	8 th	day of	June, 2023
-------------------	------	-----------------	--------	------------

ADOPTED	this	8 th	day of	June, 2023
---------	------	-----------------	--------	------------

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 745

A bylaw to establish an operating reserve fund for Halfmoon Bay Fire Protection

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Halfmoon Bay Fire Protection Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	8 th	day of	June, 2023
READ A SECOND TIME	this	8 th	day of	June, 2023
READ A THIRD TIME	this	8 th	day of	June, 2023
ADOPTED	this	8 th	day of	June, 2023

CORPORATE OFFICER

CHAIR

1

BYLAW NO. 746

A bylaw to establish an operating reserve fund for Egmont Fire Protection

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Egmont Fire Protection Operating Reserve Fund (the “Reserve Fund”).
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME this 8th day of June, 2023

READ A SECOND TIME this 8th day of June, 2023

READ A THIRD TIME this 8th day of June, 2023

ADOPTED this 8th day of June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 747

A bylaw to establish an operating reserve fund for Emergency Telephone 911

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Emergency Telephone 911 Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	8 th	day of	June, 2023
READ A SECOND TIME	this	8 th	day of	June, 2023
READ A THIRD TIME	this	8 th	day of	June, 2023
ADOPTED	this	8 th	day of	June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 748

A bylaw to establish an operating reserve fund for Sunshine Coast Emergency Planning

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Sunshine Coast Emergency Planning Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	8 th	day of	June, 2023
READ A SECOND TIME	this	8 th	day of	June, 2023
READ A THIRD TIME	this	8 th	day of	June, 2023
ADOPTED	this	8 th	day of	June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 749

A bylaw to establish an operating reserve fund for Fleet Maintenance

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Fleet Maintenance Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	8 th	day of	June, 2023
READ A SECOND TIME	this	8 th	day of	June, 2023
READ A THIRD TIME	this	8 th	day of	June, 2023
ADOPTED	this	8 th	day of	June, 2023

CORPORATE OFFICER

CHAIR

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 750

A bylaw to establish an operating reserve fund for Building Maintenance

WHEREAS pursuant to Section 377 of the *Local Government Act*, the Board of the Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023*.
2. There will be and is hereby established a reserve fund to be known as the Building Maintenance Operating Reserve Fund (the "Reserve Fund").
3. Money from current revenues or, as available, from general revenue surplus, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
4. The monies set aside will be deposited in a separate account, and until required to be expended, may be invested in the manner provided by the *Local Government Act*.
5. Monies in the Reserve Fund will only be used for:
 - a) Unanticipated expenditures for operations;
 - b) Funding one time projects;
 - c) Mitigation of sudden and marked increases to taxation and/or fees.

READ A FIRST TIME	this	8 th	day of	June, 2023
READ A SECOND TIME	this	8 th	day of	June, 2023
READ A THIRD TIME	this	8 th	day of	June, 2023
ADOPTED	this	8 th	day of	June, 2023

CORPORATE OFFICER

CHAIR