



SUNSHINE COAST REGIONAL DISTRICT

October 26, 2023

MINUTES OF THE MEETING OF THE REGULAR BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES 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
	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 (in part)
GM, Community Services	S. Gagnon
GM, Infrastructure Services	R. Rosenboom (in part)
GM, Infrastructure Services (Acting)	M. Brown (in part)
Senior Manager, Human Resources	G. Parker (in part)
Manager, Legislative Services / Recorder	J. Hill
Media	1
Public	1

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

CALL TO ORDER 1:33 p.m.

AGENDA It was moved and seconded

302/23 THAT the agenda for the meeting be adopted as presented.

CARRIED

The Board moved In Camera at 1:36 p.m.

IN CAMERA It was moved and seconded

303/23 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (f), (g), (i), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations...”, “law enforcement ...”, “litigation or potential litigation...”, “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 2:51 p.m.

The Board recessed at 2:51 p.m. and reconvened at 3:03 p.m.

Director Inkster left the meeting at 3:00 p.m.

MINUTES

Minutes **It was moved and seconded**

304/23 THAT the Regular Board meeting minutes of October 12, 2023 be adopted.

CARRIED

REPORTS

COW **It was moved and seconded**

305/23 THAT Committee of the Whole recommendation Nos. 1-4 and 6-8 of October 12, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Living Wage for Families BC and Sunshine Coast Labour Council Delegation*

THAT the delegation materials from Living Wage for Families BC and Sunshine Coast Labour Council be received for information.

Recommendation No. 2 *Water Supply Update*

THAT the presentation titled Water Supply Update be received for information.

Recommendation No. 3 *Halfmoon Bay Fire Department Firehall No. 2 – Service Review and Project Update*

THAT the report titled Halfmoon Bay Fire Department (HBFD) Firehall No. 2 – Service Review and Project Update be received for information;

AND THAT a proposal for a HBFD strategic plan be brought to the 2024 budget process;

AND FURTHER THAT as part of the 2024 budget process, a proposal to cancel the current Hall No. 2 Replacement Project be brought forward; and that a proposal for a new project that considers future needs, alternate sites, and alternate development models be brought forward.

Recommendation No. 4 *Sunshine Coast Regional District Fire Department Compensation Review Results*

THAT the report titled Sunshine Coast Regional District Fire Department Compensation Review Results be received for information.

305/23 cont.

Recommendation No. 6 *Server Replacements*

THAT the report titled Server Replacements be received for information;

AND THAT the Board approve proceeding with the procurement of new servers for an estimated cost of \$302,000 (before GST);

AND THAT the servers be funded through COVID-19 Re-Start Funding (\$156,838) and capital reserves (\$145,162);

AND FURTHER THAT the 2023-2027 Financial Plan Bylaw be amended accordingly.

Recommendation No. 7 *Infrastructure Services Department – 2023 Q2 Report*

THAT the report titled Infrastructure Services Department – 2023 Q2 Report be received for information.

Recommendation No. 8 *Water Supply Advisory Committee (WASAC) Minutes of September 11, 2023*

THAT the Water Supply Advisory Committee (WASAC) Minutes of September 11, 2023 be received for information.

CARRIED

EAS

It was moved and seconded

306/23

THAT Electoral Area Services Committee recommendation Nos. 1-15 of October 19, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Director Attendance*

THAT District of Sechelt Director Toth be permitted to attend and participate in the Electoral Areas Service Committee Meeting of October 19, 2023.

Recommendation No. 2 *Transportation Choices Sunshine Coast (TraC) Delegation*

THAT the delegation materials provided by Alun Woolliams, Transportation Choices Sunshine Coast (TraC) be received for information.

Recommendation No. 3 *'Connect the Coast' through All Ages and Abilities Active Transportation Infrastructure Planning*

THAT the report titled 'Connect the Coast' through All Ages and Abilities Active Transportation Infrastructure Planning be received for information;

306/23 cont.

AND THAT the 'Connect the Coast Preliminary Design Report' be adopted by the SCR D Board as a planning tool for future active transportation infrastructure planning and as data input for future regional policy and Active Transportation planning within SCR D jurisdiction;

AND FURTHER THAT TraC be invited to return as a presenting delegation when grant applications and details for the funding of the feasibility study of priority recommendations from the Connect the Coast Study are duly established.

Recommendation No. 4 *Principle Architecture – Halfmoon Bay Community Hall Delegation*

THAT the delegation materials provided by Craig Burns, Principle Architecture be received for information.

Recommendation No. 5 *Halfmoon Bay Community Hall - Project Definition Report*

THAT the report titled Halfmoon Bay Community Hall - Project Definition Report be received for information.

Recommendation No. 6 *Zoning Bylaw No. 722 Revision*

THAT the report titled Zoning Bylaw No. 722 Revision be received for information;

AND THAT SCR D Bylaw Revision Authorization Bylaw No. 760, 2023, a bylaw to authorize revision of SCR D Zoning Bylaw No. 722, 2019, be forwarded to the Board for three readings and adoption;

AND FURTHER THAT, pending adoption of Bylaw No. 760, SCR D Zoning Bylaw No. 722, 2019, Revision Bylaw No. 761, 2023 be forwarded to the Board for three readings and adoption.

Recommendation No. 7 *Temporary Moveable Small Home Pilot Project Update*

THAT the report titled Temporary Moveable Small Home Pilot Project Update be received for information.

Recommendation No. 8 *Forestry Referrals: BC Timber Sales (BCTS) Operating Plan (CRN00155) 2023-2027*

THAT the report titled Forestry Referrals: BC Timber Sales (BCTS) Operating Plan (CRN00155) 2023-2027 be received for information;

AND THAT the following comments be provided to BC Timber Sales by October 27, 2023:

- (i) SCR D does not support the logging and construction of McNR005 due to it being located within a Community Watershed, as well as the potential impact to downstream SCR D assets of the Dakota Creek berm and Hillside Industrial Park;

- 306/23 cont.
- (ii) SCRD recommends that in advance of proposing/ engineering cutblocks on Mount Elphinstone near Roberts Creek, that a review of the cumulative impact to ground water resources of Aquifer 555 by qualified experts selected by Local Government water service providers be completed. Historical and any proposed forestry activities for the next 5 years, and climate change considerations should be considered as part of such assessment;
 - (iii) SCRD is concerned about the cumulative impacts of resource activity, including deforesting, that is proposed on or near Aquifer 555, which supports private wells that are not within the SCRD Regional Water Service Area and thus do not have access to other sources of water;
 - (iv) SCRD requests BCTS complete a Watershed Assessment for the Roberts Creek watershed and implement assessment findings prior to further design or auctioning of the proposed cutblocks within this area;
 - (v) SCRD emphasises the need for BCTS follow the recommendations of the Mt Elphinstone South Watershed Assessment Phase 1 and 2 for all currently proposed or auctioned blocks in order to avoid increasing current Peak Flow Hazards.

Recommendation No. 9 *Development Variance Permit DVP00087
(13305 Kammerle Road)*

THAT the report titled Development Variance Permit DVP00087 (13305 Kammerle Road) be received for information;

AND THAT Development Variance Permit DVP00087 (13305 Kammerle Road), to vary Zoning Bylaw 337, Section 1011.6, to increase the parcel coverage allowance from 15% of parcel area to 18.7%, be issued.

Recommendation No. 10 *Halfmoon Bay Childcare Centre – Electoral
Areas’ Grant-in-Aid*

THAT the report titled Halfmoon Bay Childcare Centre – Electoral Areas’ Grant-in-Aid be received for information;

AND THAT the proposed change in funding purpose as requested by the Halfmoon Bay Childcare Centre to reallocate \$4,980 in Electoral Areas’ Grant-in-Aid funds from school bus rental for summer programs to emergency food supplies and garden expansion, be authorized by the SCRD Board.

Recommendation No. 11 *Egmont/Pender Harbour (Area A)
APC Meeting Minutes of September 27, 2023*

THAT the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of September 27, 2023 be received for information.

306/23 cont.

Recommendation No. 12 *Halfmoon Bay (Area B) APC Meeting Minutes of September 26, 2023*

THAT the Halfmoon Bay Advisory Planning Commission meeting minutes of September 26, 2023 be received for information.

Recommendation No. 13 *Roberts Creek (Area D) APC Meeting Minutes of September 18, 2023*

THAT the Roberts Creek Advisory Planning Commission meeting minutes of September 18, 2023 be received for information.

Recommendation No. 14 *Elphinstone (Area E) APC Meeting Minutes of September 26, 2023*

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

AND THAT Recommendation No. 3 from the Elphinstone Advisory Planning Commission meeting minutes of September 26, 2023 be adopted and acted upon as follows:

Recommendation No. 3 *Forestry Referrals: BC Timber Sales Operating Plan (CRN00155) 2023-2027*

The Area E APC recommended that the staff analyses and recommendations be supported;

AND THAT the staff analyses and recommendations be sent directly to the MLA, the Minister responsible, and the Premier.

Recommendation No. 15 *West Howe Sound (Area F) APC Meeting Minutes of September 26, 2023*

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

CARRIED

Finance

It was moved and seconded

307/23

THAT Finance Committee recommendation Nos. 1-4 of October 19, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *MNP LLP 2023 Audit Service Plan*

THAT the report titled MNP LLP 2023 Audit Service Plan be received for information;

AND THAT the Audit Service Plan for MNP LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2023 be approved as presented.

307/23 cont.

Recommendation No. 2 *Corporate Financial Variance – Q3*

THAT the report titled Sunshine Coast Regional District Q3 Corporate Financial Variance be received for information.

Recommendation No. 3 *Status of Reserves and Holding Funds*

THAT the report titled Status of Reserves and Holding Funds as at August 31, 2023 be received for information.

Recommendation No. 4 *Canada Community - Building Fund – Community Works Fund Update*

THAT the report titled Canada Community - Building Fund – Community Works Fund Update be received for information.

CARRIED

Contract Award -
Aggregate Material

It was moved and seconded

308/23

THAT the report titled Cover and Aggregate Material for Sechelt Landfill be received for information;

AND THAT a contract be awarded to Salish Environmental Group Inc. for the supply and delivery of cover and aggregate material to the Sechelt Landfill up to a maximum of seven (7) years and a value of up to \$1,230,000 (excluding GST);

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

AND THAT the budget for cover and aggregate material for Sechelt landfill be increased by \$38,010 to \$151,200 funded through taxation;

AND FURTHER THAT the revised amounts be included in the Draft 2024-2028 Financial Plan.

Director Toth opposed

CARRIED

Contract Award -
Drywall Testing

It was moved and seconded

309/23

THAT the report titled Request for Proposal (RFP) 2335001 Contract Award – Drywall Testing and Abatement Services be received for information;

AND THAT a contract be awarded to PGL Environmental Consultants for drywall testing services up to a maximum of seven (7) years and a value of up to \$360,000 (excluding GST);

309/23 cont. AND THAT a contract be awarded to Proactive Hazmats and Environmental Ltd. for drywall abatement services up to a maximum of seven (7) years and a value of up to \$502,000 (excluding GST);

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

AND FURTHER THAT the revised amounts be included in the Draft 2024-2028 Financial Plan.

Director Toth opposed

CARRIED

Contract Extension -
Metal Container

It was moved and seconded

310/23

THAT the report titled Metal Container, Hauling and Recycling Services – Contract Extension be received for information;

AND THAT the contract for metal container provision, hauling, and recycling services be extended to Salish Environmental Group Inc. for an additional one (1) year period to October 31, 2024, at a value up to \$320,320 with the total contract value of \$710,000;

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

AND FURTHER THAT the revised amounts be included in the Draft 2024-2028 Financial Plan.

CARRIED

Contract Extension -
Sechelt Landfill

It was moved and seconded

311/23

THAT the report titled Sechelt Landfill Operations Contract Extension be received for information;

AND THAT the contract for Sechelt Landfill Operations be extended to Sicotte Bulldozing Ltd. for an additional one (1) year period to November 30, 2024, and a value up to \$852,320 with the total contract value of \$1,635,916;

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

AND THAT the budget for Sechelt Landfill site operations be increased by \$32,910 to \$852,320 funded \$438,916 through taxation and \$413,404 through tipping fees;

311/23 cont. AND FURTHER THAT the revised amounts be included in the draft 2024-2028 Financial Plan.

Director Backs opposed

CARRIED

CAO Report **It was moved and seconded**

312/23 THAT the Office of the CAO Monthly Report – verbal update be received for information.

CARRIED

COMMUNICATIONS

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

313/23 THAT the correspondence from Karen Spicer, Vice President, xwesam/Roberts Creek Community Association dated October 12, 2023 regarding the Rural Economic Diversification and Infrastructure Program Grant be received for information;

AND THAT a letter be prepared and provided to xwesam/Roberts Creek Community Association in support of their Rural Economic Diversification and Infrastructure Program Grant application.

CARRIED

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

314/23 THAT the correspondence from Karen Spicer, Vice President, xwesam/Roberts Creek Community Association dated October 18, 2023 regarding a BC Gaming Grant be received for information;

AND THAT a letter be prepared and provided to xwesam/Roberts Creek Community Association in support of their BC Gaming Grant application.

CARRIED

Land Development Strategies Meeting **It was moved and seconded**

315/23 THAT the correspondence from Khelsilem, Chair, Squamish Nation, received October 5, 2023 a land development strategies meeting invitation be received for information.

CARRIED

BYLAWS

Bylaw 717.3 **It was moved and seconded**

316/23 THAT the report titled Proposed Board Procedure Bylaw Amendment be received for information;

316/23 cont. AND THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.3, 2023* receive first, second and third readings.

CARRIED

Bylaw 717.3 **It was moved and seconded**

317/23 THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.3, 2023* be read a first time.

CARRIED

Bylaw 717.3 **It was moved and seconded**

318/23 THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.3, 2023* be read a second time.

CARRIED

Bylaw 717.3 **It was moved and seconded**

319/23 THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.3, 2023* be read a third time.

CARRIED

Bylaw 760 **It was moved and seconded**

320/23 THAT *Sunshine Coast Regional District Bylaw Revision Authorization Bylaw No. 760, 2023* be read a first time.

CARRIED

Bylaw 760 **It was moved and seconded**

321/23 THAT *Sunshine Coast Regional District Bylaw Revision Authorization Bylaw No. 760, 2023* be read a second time.

CARRIED

Bylaw 760 **It was moved and seconded**

322/23 THAT *Sunshine Coast Regional District Bylaw Revision Authorization Bylaw No. 760, 2023* be read a third time.

CARRIED

Bylaw 760 **It was moved and seconded**

323/23 THAT *Sunshine Coast Regional District Bylaw Revision Authorization Bylaw No. 760, 2023* be adopted.

CARRIED

Bylaw 761 **It was moved and seconded**

324/23 THAT *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019, Revision Bylaw No. 761, 2023* be read a first time.

CARRIED

Bylaw 761 **It was moved and seconded**

325/23 THAT *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019, Revision Bylaw No. 761, 2023* be read a second time.

CARRIED

DIRECTORS REPORTS

Directors provided a verbal report of their activities.

RELEASE OF ITEMS FROM IN CAMERA

Workplace Incident **It was moved and seconded**

326/23 WHEREAS the SCRD has a duty to ensure the health and safety of its workers and must take all reasonable steps to prevent or otherwise minimize workplace bullying and harassment;

AND WHEREAS the Board has received the findings of an independent investigator that Alternate Director Henderson breached the SCRD's Respectful Workplace Policy and the SCRD Board Code of Conduct Policy;

AND WHEREAS the Board is concerned that if there is no visible resolution it could communicate that this conduct is condoned;

AND WHEREAS Alternate Director Henderson has been afforded procedural fairness with respect to the Board's consideration of this matter and was in advance:

- a) Provided with a copy of the investigator's report;
- b) Notified that the Board would be considering this matter;
- c) Notified that the Board may impose sanctions including a motion of censure and public notification of any sanction; and
- d) Given a copy of this Resolution in draft form;

AND WHEREAS Alternate Director Henderson was expressly informed of his right to retain legal counsel and for his legal counsel to be present at the Board meeting in which this Resolution would be before the Board for consideration;

AND WHEREAS Alternate Director Henderson was given the opportunity to personally, and via legal counsel, make submissions to the rest of Board regarding his conduct in this matter and regarding the proposed Resolution;

326/23 cont.

AND WHEREAS the Board has considered the submissions made by Alternate Director Henderson and/or his legal counsel;

AND WHEREAS the Board then withdrew and attempted to reach a consensus as to the appropriate action;

AND WHEREAS the Board has provided written reasons in the form of this Resolution so that Alternate Director Henderson understands the basis for the decision to address his conduct;

THEREFORE BE IT RESOLVED THAT:

1. The Board accepts the findings of the independent investigator that Alternate Director Henderson breached the SCRD’s Respectful Workplace Policy and the SCRD Board Code of Conduct Policy;
2. The Board considers Alternate Director Henderson’s breach of the SCRD’s Respectful Workplace Policy and the SCRD Board Code of Conduct Policy to be conduct unbecoming of a member of the Regional District Board;
3. The Board wishes to address this conduct unbecoming a member of the Board of the Sunshine Coast Regional District by way of:
 - a) a motion of censure on Alternate Director Henderson;
 - b) a request to the District of Sechelt for removal of Alternate Director Henderson as the District of Sechelt’s representative on any SCRD board or committee; and
 - c) public notification of sanctions;
4. The sanction imposed on Alternate Director Henderson in section 3(b) above be requested to remain in effect for the remainder of the election term (to November 2026).

CARRIED

ADJOURNMENT

327/23

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:11 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair