



SUNSHINE COAST REGIONAL DISTRICT

September 8, 2022

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

PRESENT*:	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	T. Howard (Alt.)
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		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, Infrastructure Services		R. Rosenboom (in part)
	GM, Community Services		S. Gagnon
	Manager, Protective Services		M. Treit (in part)
	Planner I		N. Copes (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Area A Alternate Director		C. Alexander
	Media		2
	Public		1

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

CALL TO ORDER 2:00 p.m.

AGENDA **It was moved and seconded**

210/22 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

211/22 THAT the Regular Board meeting minutes of July 28, 2022 be adopted.

CARRIED

REPORTS

Committee of the
Whole

It was moved and seconded

212/22

THAT Committee of the Whole recommendation Nos. 1-9 of July 28, 2022 be received, adopted and acted upon as follows:

Recommendation No. 1 *2022 Cemetery Master Plan Delegation*

THAT the delegation materials provided by Lees & Associates regarding the Sunshine Coast Regional District 2022 Cemetery Master Plan be received for information.

Recommendation No. 2 *2022 Cemetery Master Plan*

THAT the report titled 2022 Cemetery Master Plan be received for information;

AND THAT the draft 2022 Cemetery Master Plan be approved as a planning tool for short-term future cemetery services and infrastructure priorities;

AND FURTHER THAT a 2023 budget proposal be brought forward for a public engagement plan for community input on the long-term direction of cemetery services.

Recommendation No. 3 *Budget Project Status Report*

THAT the report titled Budget Project Status Report be received for information.

Recommendation No. 4 *Board Constituency Expense Policy Amendments*

THAT the report titled Board Constituency Expense Policy Amendments be received for information;

AND THAT the proposed Board Constituency Expense Policy be referred back to staff for further revision including clarifying the definition of “constituency expense” and ensuring the policy supports production of constituency newsletters and websites as an eligible expense.

Recommendation No. 5 *Proposed Director Email Management Policy*

THAT the report titled Proposed Director Email Management Policy be received for information;

AND THAT the proposed Director Email Management Policy be approved as presented.

212/22 cont. **Recommendation No. 6** *Area A Food Waste Drop-off and Processing Program Update*

THAT the report titled Area A Food Waste Drop-Off and Processing Program Update be received for information;

AND THAT the report titled Area A Food Waste Drop-Off and Processing Program Update be forwarded to the July 28, 2022 Regular Board meeting for consideration.

Recommendation No. 7 *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from April 1, 2022 to June 30, 2022 be received for information.

Recommendation No. 8 *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending June 30, 2022 be received for information.

Recommendation No. 9 *Corporate and Administrative Services – Semi Annual Report*

THAT the report titled Corporate and Administrative Services – Semi Annual Report for January to June 2022 be received for information.

CARRIED

Committee of the Whole

It was moved and seconded

213/22 THAT Committee of the Whole recommendation Nos. 3, 4 and 7 of September 8, 2022 be received, adopted and acted upon as follows:

Recommendation No. 3 *Chapman Water Treatment Plant Residual Management Feasibility Study Results*

THAT the report titled Chapman Creek Water Treatment Plant Residual Management Feasibility Study Results be received for information;

AND THAT the budget for the Chapman Creek Water Treatment Plant Sludge Residuals Disposal and Planning project be increased from \$200,000 to \$570,000 to be funded from [370] Regional Water Services Operating Reserves;

AND THAT the designated authorities be authorised to execute the necessary agreements with the shishálh Nation and/or Lehigh Hanson Materials Ltd. for the implementation of Option 1, transferring the residual stream from Chapman Water Treatment Plant to the mine site;

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

213/22 cont.

Recommendation No. 4 *Emergency Repair Watermain Sechelt Airport - Construction Contract Award*

THAT the report titled Emergency Repair Watermain Sechelt Airport – Construction Contract Award be received for information;

AND THAT the budget for this project be increased to \$500,000 from \$250,000 with the additional funding from [370] Regional Water Services Capital Reserves;

AND THAT the 2022-2026 Financial Plan be amended to include this increase;

AND THAT a contract for the Emergency Repair Watermain Sechelt Airport project be awarded to Arya Engineering Inc. in the amount up to \$471,300;

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

Recommendation No. 7 *Speakers for Resolutions to the 2022 Union of BC Municipalities (UBCM) Convention*

THAT the report titled Speakers for Resolutions to the 2022 Union of BC Municipalities (UBCM) Convention be received for information;

AND THAT the following speakers be designated to each resolution as follows:

- Accessing Vehicular Greenhouse Gas Emissions Data (UBCM Resolution No. EB57) – Director Siegers;
- Stormwater Management (UBCM Resolution No. EB63) – Director Croal;
- Hybrid UBCM Conferences (UBCM Resolution No. NEB3) – Director McMahon;
- Enforcement Tools for Short-Term Rentals (UBCM Resolution No. NR11) – Director McMahon;
- Standardize Health and Safety Rules and Regulations to Facilitate Year-Round Housing in RVs (UBCM Resolution No. NR22) – Director Toth; and
- Shift to Non-Fuel-Based User-Pay Taxation Mechanisms to Fund Road Infrastructure in Rural Areas of BC (UBCM Resolution No. NR54) – Director Lee.

CARRIED

Water Systems Modelling

Contract Award **It was moved and seconded**

214/22

THAT the report titled Water Systems Modelling Engineering Services - Contract Award be received for information;

AND THAT a contract be awarded to GeoAdvice Engineering Inc. for a value not to exceed \$250,000;

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

CARRIED

HMB Landfill License

Of Occupation **It was moved and seconded**

215/22

THAT the report titled Halfmoon Bay Landfill License of Occupation Replacement be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) apply to the Ministry of Forests for the replacement tenure for License No. 242036 for the Halfmoon Bay Landfill;

AND THAT the length of the license term be requested for more than 30 years;

AND FURTHER THAT the delegated authorities be authorized to sign the replacement tenure documents.

CARRIED

Sechelt Landfill

Contract **It was moved and seconded**

216/22

THAT the report titled Sechelt Landfill Engineering Services – Contract Amendment be received for information;

AND THAT the contract (2135003) with XCG Consulting Limited, be increased by \$55,920 to \$409,600 (excluding taxes);

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

CARRIED

Landfill Feasibility

Study Contract **It was moved and seconded**

217/22

THAT the report titled Landfill Feasibility Study - Contract Amendment be received for information;

217/22 cont. AND THAT a contract for the Landfill Feasibility Study project be amended for a value not to exceed \$139,662;

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

CARRIED

RFP Award –
Electric Vehicles

It was moved and seconded

218/22 THAT the report titled Request for Proposal 2237008 Award Recommendation – Electric Vehicles be received for information;

AND THAT a contract for the purchase for four (4) electric vehicles be awarded to Sunshine Coast GM in the amount of \$141,884 (excluding GST and including vehicle rebates);

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

AND FURTHER THAT a loan of up to \$141,884 for a term of five years be requested through the Municipal Finance Authority Equipment Financing Program under Section 403(1) of the *Local Government Act* (Liabilities Under Agreement) to fund the purchase of the vehicles.

CARRIED

RFP Award – Single
Axle Dump Truck

It was moved and seconded

219/22 THAT the report titled Request for Proposal 2237009 Award Recommendation – Single Axle Dump Truck be received for information;

AND THAT a contract for the purchase of a Single Axle Dump Truck be awarded to Harbour International Trucks for the Commercial Equipment Package Option in the amount of \$202,616 (excluding GST);

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

CARRIED

Emergency
Preparedness Grant

It was moved and seconded

220/22 THAT the report titled Community Emergency Preparedness Fund Grant Application – Additional Resolution of Support be received for information;

220/22 cont. AND THAT SCRD supports and is willing to provide overall grant management for a regional grant application to the Union of British Columbia Municipalities' Community Emergency Preparedness Fund for development of an Extreme Heat Response Plan for the Sunshine Coast Regional District.

CARRIED

2022 Q4 Meeting
Schedule Changes

It was moved and seconded

221/22

THAT the report titled 2022 Q4 Meeting Schedule Changes be received for information;

AND THAT the 2022 Meeting Schedule be amended as follows:

- Cancel October 13th Committee of the Whole;
- Cancel October 20th Electoral Area Services Committee;
- Cancel October 20th Finance Committee and move those agenda items to the October 27th Committee of the Whole;
- Reschedule November 17th Electoral Area Services Committee from 9:30 am start time to 2:00 pm start time; and
- Schedule dates for Board Orientation Sessions on November 7th, 10th, 14th - 16th, and November 17th.

CARRIED

COMMUNICATIONS

Support for
VICC-CLP

It was moved and seconded

222/22

THAT the correspondence from Mayor Lisa Helps, Victoria, and Mayor Michelle Staples, Duncan, VICC-CLP Steering Committee Co-Chairs, dated July 2022 regarding a funding request for the Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP) be received for information;

AND THAT the SCRD Board support in principle the Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP);

AND THAT the item be referred to the 2023 budget process;

AND FURTHER THAT staff verify if the SCRD has signed on to the BC Climate Action Charter and fulfilled all the reporting requirements in order to access potential provincial funding for the project.

CARRIED

Letter of Support for
EPR Exemption

It was moved and seconded

223/22

THAT the correspondence from Peter Kvarnstrom, Publisher, Coast Reporter, dated August 31, 2022 regarding a request for a letter in support of a newspaper exemption from the Extended Producers Responsibility (EPR) Program;

AND THAT a letter of support be provided to the Coast Reporter in support of newspaper exemptions from the Extended Producers Responsibility (EPR) Program.

CARRIED

BYLAWS

Bylaw 310.195

It was moved and seconded

224/22

THAT the report titled Zoning Amendment Bylaw No. 310.195, 2022 (562 Veterans Road) Consideration of First, Second and Third Readings with Conditional Adoption be received for information;

AND THAT Zoning Amendment Bylaw No. 310.195, 2022 be given first, second and third readings;

AND FURTHER THAT prior to adoption of Zoning Amendment Bylaw No. 310.195, 2022, the following conditions be met:

- Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the *Transportation Act*;
- Registration of a Section 219 Restrictive Covenant to ensure adequate future land dedication for a Hough Road Trail connection.

CARRIED

Bylaw 310.195

It was moved and seconded

225/22

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.195, 2022* be read a first time.

CARRIED

Bylaw 310.195

It was moved and seconded

226/22

THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.195, 2022* be read a second time.

CARRIED

Bylaw 310.195 **It was moved and seconded**

227/22 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.195, 2022* be read a third time.

CARRIED

Bylaw 320.17 **It was moved and seconded**

228/22 THAT the report titled SCRD Subdivision Servicing Bylaw No. 320 Amendments be received for information;

AND THAT the Board proceed with readings and adoption of amendment Bylaw 320.17.

CARRIED

Bylaw 320.17 **It was moved and seconded**

229/22 THAT *Sunshine Coast Regional District Subdivision Servicing Amendment Bylaw No. 320.17, 2022* be read a first time.

CARRIED

Bylaw 320.17 **It was moved and seconded**

230/22 THAT *Sunshine Coast Regional District Subdivision Servicing Amendment Bylaw No. 320.17, 2022* be read a second time.

CARRIED

Bylaw 320.17 **It was moved and seconded**

231/22 THAT *Sunshine Coast Regional District Subdivision Servicing Amendment Bylaw No. 320.17, 2022* be read a third time.

CARRIED

Bylaw 320.17 **It was moved and seconded**

232/22 THAT *Sunshine Coast Regional District Subdivision Servicing Amendment Bylaw No. 320.17, 2022* be adopted.

CARRIED

Bylaws 558.11 and
638.12

It was moved and seconded

233/22 THAT the Municipal Ticket Information System Bylaw and Bylaw Notice Enforcement Bylaw Amendments report be received for information;

233/22 cont. AND THAT the Board proceed with readings and adoption of amendment Bylaws 558.11 and 638.12.

CARRIED

Bylaw 558.11 **It was moved and seconded**

234/22 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.11, 2022* be read a first time.

CARRIED

Bylaw 558.11 **It was moved and seconded**

235/22 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.11, 2022* be read a second time.

CARRIED

Bylaw 558.11 **It was moved and seconded**

236/22 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.11, 2022* be read a third time.

CARRIED

Bylaw 558.11 **It was moved and seconded**

237/22 THAT *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.11, 2022* be adopted.

CARRIED

Bylaw 638.12 **It was moved and seconded**

238/22 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.12, 2022* be read a first time.

CARRIED

Bylaw 638.12 **It was moved and seconded**

239/22 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.12, 2022* be read a second time.

CARRIED

Bylaw 638.12 **It was moved and seconded**

240/22 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.12, 2022* be read a third time.

CARRIED

Bylaw 638.12 **It was moved and seconded**

241/22 THAT *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.12, 2022* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 3:14 p.m.

IN CAMERA It was moved and seconded

242/22 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...”, “law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussions respecting the proposed provision of a municipal service”;

AND THAT Christine Alexander, Alternate Director for Area A, be authorized to attend the September 8, 2022 In Camera Board meeting.

CARRIED

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

ADJOURNMENT It was moved and seconded

243/22 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:24 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair