



# SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, MARCH 9, 2023

## AGENDA

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**CALL TO ORDER 2:00 p.m.**

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of February 23, 2023

Annex A  
Pages 4 – 10

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

- |  |                       |
|--|-----------------------|
| 3. Parcel Tax Roll Review Panel minutes of February 23, 2023 ( <i>for receipt only</i> ) | Annex B<br>p 11       |
| 4. Committee of the Whole recommendation Nos.1-3 of February 23, 2023                    | Annex C<br>pp 12 – 13 |
| 5. Finance Committee (Round 2 Budget) recommendations of March 2, 2023                   | To Come<br>Forward    |
| 6. Microsoft 365 Licensing Renewal 2023 – Manager, Information Services                  | To Come<br>Forward    |

### COMMUNICATIONS

### MOTIONS

### BYLAWS

### DIRECTORS' REPORTS

### NEW BUSINESS

**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), (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 or another position appointed by the municipality”, “the acquisition, disposition or expropriation of land or improvements ...”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to March 18, 2023)

Water Supply Advisory Committee	March 6 at 3:30 pm
Committee of the Whole	March 9 at 9:30 am
Regular Board	March 9 at 2:00 pm
Electoral Area Services Committee	March 16 at 9:30 am

***Please note:*** Meeting dates are current as of print date (March 3, 2023).



## SUNSHINE COAST REGIONAL DISTRICT

February 23, 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.

<b>PRESENT:</b>	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	J. Henderson
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
<b>ALSO PRESENT:</b>	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Planning and Development		I. Hall
	Manager, Strategic Initiatives		M. Edbrooke (in part)
	Manager, Utility Services		S. Walkey (in part)
	Deputy Corporate Officer / Recorder		J. Hill
	Area A, Alternate Director		C. Alexander
	Media		1
	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**

036/23                  THAT the agenda for the meeting be adopted as presented.

**CARRIED**

### MINUTES

Minutes                **It was moved and seconded**

037/23                  THAT the Regular Board meeting minutes of February 9, 2023 be adopted.

**CARRIED**

**BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

*Pursuant to Section 217 of the Local Government Act, Chair Lee has exercised his right of reconsideration of Motion 029/23, recommendation No. 95 of the February 9, 2023 Regular Board meeting, as follows:*

Budget Proposal  
Reconsideration

**It was moved and seconded**

038/23

THAT the following motion (029/23 recommendation No. 95) regarding Budget Proposal 1 - Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services be rescinded:

THAT the following budget proposal be approved and incorporated into the 2023 Round 2 Budget:

- Budget Proposal 1 – Solid Waste Bylaw Implementation, \$94,667 (9 months prorated in 2023) and full time ongoing \$102,701 funded through Taxation, as follows:
  - [400] Cemetery Services \$6,660 One Time and \$100 Ongoing;
  - [650] Community Parks \$79,973 One Time and \$7,934 Ongoing.

AND THAT Budget Proposal 1 - Solid Waste Bylaw Implementation – [650] Community Parks and [400] Cemetery Services be brought back to Round 2 Budget to provide further clarification with respect to the ongoing financial implications of this project.

**CARRIED**

**REPORTS**

COW

**It was moved and seconded**

039/23

THAT Committee of the Whole recommendation Nos. 1-13 of February 9, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Corporate Carbon Neutrality Plan*

THAT report titled Corporate Carbon Neutrality Plan be received for information;

AND THAT the Corporate Carbon Neutrality Plan be adopted.

**Recommendation No. 2**      *Hillside Business Planning (Proposal for R2 2023 Budget Process)*

THAT the report titled Hillside Business Planning (Proposal for R2 2023 Budget Process) be received for information;

039/23 cont.

AND THAT staff prepare a proposal for the 2023 budget process that would reinvigorate the project, seeking leadership from SCREDO;

AND FURTHER THAT recommendations be forwarded to the Regular Board meeting of February 9, 2023.

**Recommendation No. 3**      *SCRD Partnership Agreement with Coast Mountain Bike Trails Association (CMBTA) for Sprockids Park*

THAT the report titled SCRD Partnership Agreement with Coast Mountain Bike Trails Association (CMBTA) for Sprockids Park be received for information;

AND THAT the delegated authorities be authorized to renew the SCRD Partnership Agreement with Coast Mountain Bike Trail Association (CMBTA) for another two years, to support the stewardship, operations and maintenance of Sprockids Park.

**Recommendation No. 4**      *Emergency Flood Recovery – Parks Projects Update*

THAT the report titled Emergency Flood Recovery – Parks Projects Update be received for information.

**Recommendation No. 5**      *School District No. 46 Request for Sunshine Coast Regional District Support-in-Principle of a Long-Term Park Land Lease*

THAT the report titled School District No. 46 Request for Sunshine Coast Regional District Support-in-Principle of a Long-Term Park Land Lease be received for information;

AND THAT the SCRD supports-in-principle the proposal for the development of a new childcare facility in a portion of SCRD's Maryanne West Park;

AND THAT the SCRD supports-in-principle a long-term land lease agreement with the School District No. 46 for occupancy of a portion of Maryanne West Park;

AND FURTHER THAT SCRD authorizes staff to explore Official Community Plan boundary adjustments to accommodate required zoning designation, as well as provide support to the required planning for the long-term lease considerations.

**Recommendation No. 6**      *Chapman Water System - Siphons Update*

THAT the report titled Chapman Water System - Siphons Update be received for information;

AND THAT a letter of support be requested from the shíshálh Nation in support of the Sunshine Coast Regional District's application for an extension to the Park Use Permit and Use Approval to continue using the siphon systems in Chapman and Edwards Lake for 2023 and 2024;

039/23 cont.

AND THAT a letter be sent to the appropriate ministerial officials at the province advocating for the expedited approval of the Sunshine Coast Regional District's application for an extension to the Park Use Permit and Use Approval to continue using siphon systems in Chapman and Edwards Lake for 2023 and 2024;

AND FURTHER THAT staff update the Board on the status of permit amendment applications related to the Chapman and Edwards Lake siphon systems in Q2 2023.

**Recommendation No. 7**      *Water Demand Model for Potential Drought Situations for 2023*

THAT staff produce a water demand model that demonstrates various scenarios related to potential drought situations for 2023.

**Recommendation No. 8**      *Water Sampling Services - Contract Term Extension*

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

AND THAT the contract with Elements Materials Technology Group Limited for water sampling services be extended for an additional one (1) year period in the amount of \$45,937 (plus GST) with an amended contract value of \$200,841;

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

**Recommendation No. 9**      *Supply and Delivery of Brass Water Service Fittings Contract*

THAT the report titled Supply and Delivery of Brass Water Service Fittings Contract Term Extension be received for information;

AND THAT the SCRD extend the existing contract with Flocor Inc. for the supply and delivery of brass water service fittings for an additional one (1) year period in the amount up to \$73,902 (plus GST), which will result in an amended contract value of \$228,709;

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

**Recommendation No. 10**      *Request for Proposal 2237019 Contract Award for Woodcreek Park Wastewater Treatment Plant Upgrade Engineering Services*

THAT the report titled Request for Proposal 2237019 Contract Award for Woodcreek Park Wastewater Treatment Plant Upgrade Engineering Services be received for information;

039/23 cont. AND THAT a contract for engineering services be awarded to Integrated Sustainability Consultants Ltd., in the amount up to \$118,000 (excluding GST);

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

**Recommendation No. 11** *Infrastructure Services Department – 2022 Q4 Report*

THAT the report titled Infrastructure Services Department – 2022 Q4 Report be received for information.

**Recommendation No. 12** *Water Advisory Committee (WASAC) Meeting Minutes of January 9, 2023*

THAT the Water Advisory Committee (WASAC) Meeting Minutes of January 9, 2023, be received for information.

**Recommendation No. 13** *2022 WildSafeBC Annual Report – Sunshine Coast*

THAT the WildSafeBC Provincial Remote Support Annual Report 2022 be received for information.

**CARRIED**

Standing Committee  
Recommendations

**It was moved and seconded**

040/23 THAT a report bringing forward options for recording Standing Committee recommendations that have been defeated, to ensure they are brought forward to the subsequent Board meeting for potential discussion and consideration, be provided to a future Board meeting.

**CARRIED**

Eastbourne Water  
System Contract

**It was moved and seconded**

041/23 THAT the report titled RFP 2237020 Contract Award - Eastbourne Water System Operations and Maintenance be received for information;

AND THAT the contract for Eastbourne Water System Operations and Maintenance be awarded to Keats Island Construction and Services Ltd. in the amount of \$260,634, including extra fees for additional services as required, for a three-year term beginning March 1, 2023;

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

**CARRIED**



**COMMUNICATIONS**

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

042/23      THAT the correspondence from Scott Finestone, Board Member, Gambier Island Community Association, dated February 10, 2023 regarding a request for a letter of support for a Rural Economic Diversification and Infrastructure Program (REDIP) Grant application be received for information;

AND THAT a letter of support be provided to Gambier Island Community Association in support of their REDIP Grant application.

**CARRIED**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:35 p.m.*

**IN CAMERA      It was moved and seconded**

043/23      THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e), (i), (k), and (2) (b) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements ...”, “the receipt of advice that is subject to solicitor-client privilege...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both...”;

AND THAT Christine Alexander, Alternate Director for Area A, be authorized to attend the February 23, 2023 In Camera Board meeting.

**CARRIED**

*The Board moved out of In Camera at 2:56 p.m.*

**ADJOURNMENT**

044/23      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:57 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

Chair

**SUNSHINE COAST REGIONAL DISTRICT  
PARCEL TAX ROLL REVIEW PANEL**

**February 23, 2023**

RECOMMENDATIONS FROM THE PARCEL TAX ROLL REVIEW MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Panel Chair	Electoral Area A	L. Lee
		Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
<b>ALSO PRESENT:</b>	Acting CAO /		
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	Manager, Financial Services		B. Wing
	Administrative Assistant / Recorder		T. Crosby
	Public		0
	Media		0

**CALL TO ORDER**                      9:08 a.m.

**AGENDA**                              The agenda was adopted as presented.

**REPORTS**

**It was moved and seconded**

THAT the report titled Parcel Tax Roll Authentication be received for information;

AND THAT the Parcel Tax Roll Review Panel confirms and authenticates the 2023 Parcel Tax Roll by certificate, signed by its members.

**CARRIED**

**ADJOURNED**                      9:13 a.m.

\_\_\_\_\_  
Chair

**SUNSHINE COAST REGIONAL DISTRICT  
COMMITTEE OF THE WHOLE**

**February 23, 2023**

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

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<b>PRESENT:</b>	Chair	Town of Gibsons	S. White
	Directors	Electoral Area B Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt	J. Gabias L. Lee K. Backs D. McMahon K. Stamford J. Henderson A. Toth
<b>ALSO PRESENT:</b>	Acting CAO / GM, Corporate Services / Chief Financial Officer Corporate Officer Manager, Solid Waste Services Interim Manager, Solid Waste Services Solid Waste Programs Coordinator Manager, Utility Services Manager, Purchasing and Risk Management Area A Alternate Director Administrative Assistant / Recorder Media Public		T. Perreault S. Reid M. Sole (part) R. Porte (part) A. Patrao (part) S. Walkey (part) V. Cropp (part) C. Alexander T. Crosby 1 0

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**CALL TO ORDER** 9:35 a.m.

**AGENDA** The agenda was adopted as presented.

**PRESENTATIONS AND DELEGATIONS**

*Michelle Grant, Project Specialist, XCG Consulting Limited addressed the Committee regarding the 2022 Waste Composition Study.*

**Recommendation No. 1** 2022 Waste Composition Study

The Committee of the Whole recommended that the presentation from Michelle Grant, Project Specialist of XCG Consulting Limited titled 2022 SCRD Solid Waste Composition Study be received for information.

**REPORTS****Recommendation No. 2**      *Solid Waste Composition Study Report*

The Committee of the Whole recommended that the report titled Solid Waste Composition Study Report be received for information.

**Recommendation No. 3**      *Electric Vehicle Request for Proposal 2237008 Contract Value Amendment*

The Committee of the Whole recommended that the report titled Electric Vehicle Request for Proposal (RFP) 2237008 Contract Value Amendment be received for information;

AND THAT the contract for purchase for four (4) electric vehicles that was awarded to Sunshine Coast GM in September 2022, be amended to \$147,394 (excluding GST and including vehicle rebates);

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

AND FURTHER THAT a loan of up to \$147,394 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.

**ADJOURNMENT**                      10:27 p.m.

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Committee Chair