



SUNSHINE COAST REGIONAL DISTRICT

October 14, 2021

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	Electoral Area B	L. Pratt
Directors	Electoral Area A	L. Lee
	Electoral Area D	A. Tize
	Electoral Area E	D. McMahon
	Electoral Area F	M. Hiltz
	District of Sechelt	D. Siegers
	District of Sechelt	A. Toth
	Town of Gibsons	B. Beamish (in part)

ALSO PRESENT*:

Chief Administrative Officer	D. McKinley
Corporate Officer	S. Reid
GM, Corporate Services / Chief Financial Officer	T. Perreault
GM, Planning and Community Development	I. Hall
GM, Infrastructure Services	R. Rosenboom
GM, Community Services	S. Gagnon
Deputy Corporate Officer / Recorder	J. Hill
Media	0
Public	3

**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 2:02 p.m.

AGENDA **It was moved and seconded**

270/21 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes **It was moved and seconded**

271/21 THAT the Regular Board meeting minutes of September 23, 2021 be adopted.

CARRIED

DELEGATIONS

Geoff Bedford, Karl Glackmeyer and Bud Hoffman from the Post Group appeared before the Board to express their concerns with current and potential SCRD water sources. The GM, Infrastructure Services provided an overview of the Dusty Road well field siting that included potential costs, technical considerations and procedural considerations and explained the benefits of water meters in identifying current and future leaks. The Board and staff answered the delegates' questions.

The Board recessed at 3:24 p.m. and reconvened at 3:30 p.m.

Director Beamish left the meeting at 3:28 p.m.

REPORTS

Corporate

It was moved and seconded

272/21

THAT Corporate and Administrative Services Committee recommendation Nos. 1-10, 12, 13 and 15 of September 23, 2021 be received, adopted and acted upon as follows:

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

THAT the letter from the Town of Gibsons regarding the Holland Lands / Cultural Corner Committee Terms of Reference be received for information.

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

THAT the Gibsons and District Public Library Future Space Needs Assessment be received for information.

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

THAT the Sunshine Coast Regional District (SCRD) endorse the following Town of Gibsons resolution regarding the Holland Lands / Cultural Corner Committee:

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

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

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

272/21 cont.

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

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

THAT Director Hiltz (with Director Pratt as alternate) be appointed to the Holland Lands / Cultural Corner Committee;

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

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

THAT the topic of emergency planning be requested as an item of discussion for the Holland Lands / Cultural Corner Committee.

Recommendation No. 6 *2021 Strategic Plan Review*

THAT the report titled 2021 Strategic Plan Review be received for information;

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

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

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

THAT the topic of SCRD Board advocacy be referred for further discussion at a Board meeting on or before October 28, 2021.

Recommendation No. 8 *Budget Project Status Report*

THAT the report titled Budget Project Status Report – September 2021 be received for information.

Recommendation No. 9 *Standing and Select Committee Review*

THAT the report titled Standing and Select Committee Review be received for information.

272/21 cont.

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

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

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

THAT the report titled New Legislative Authority for Electronic Meetings be received for information;

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

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

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

THAT the report titled Budget 2022 Communications and Public Engagement Plan be received for information.

Recommendation No. 15 *Grant-Status Update*

THAT the report titled Grant Status Update be received for information.

CARRIED

Special Corporate

It was moved and seconded

273/21

THAT Special Corporate and Administrative Services Committee recommendation Nos. 1-6 of September 29, 2021 be received, adopted and acted upon as follows:

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

THAT the document titled Remuneration Review: At-A-Glance be received for information.

273/21 cont.

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

THAT the report titled Revised Draft – Directors’ Remuneration Bylaw be received for information;

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

Recommendation No. 3 *Directors’ Remuneration Review Policy*

THAT the report titled Directors’ Remuneration Review Policy be received for information;

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

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

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

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

THAT the report titled Review of Director Reimbursement of Travel and Other Expenses and Constituency Expense Policies be received for information;

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

273/21 cont.

Recommendation No. 5 *Review of Constituency Expense Policy*

THAT the Constituency Expense Policy be amended as follows:

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

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

Recommendation No. 6 *Directors’ Roles and Responsibilities*

THAT the report titled Directors’ Roles and Responsibilities be received for information;

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

- **Comments regarding Chair Role:**

- Under “Typical Responsibilities”

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

- Under “Chair Competencies”

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

- Under “Chair Professional Development”

- Strike out “Attend” in the conference listings;

- **Comments regarding Electoral Area Director Role:**

- Under “Typical Responsibilities”

- Add: may be required to chair committee meetings as appointed;
 - Under l) replace “Engage in public consultation...” with “Respond to and assist with constituent inquiries and concerns...”;

273/21 cont.

- Add: Familiarity / general knowledge of local government legislation;

Under “Director Competencies”

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

- **Comments regarding Municipal Director:**

Under “Typical Responsibilities”

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

Under “Director Competencies”

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

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

CARRIED

Infrastructure

It was moved and seconded

274/21

THAT Infrastructure Services Committee recommendation Nos. 1, 4, 5 and 7 of October 14, 2021 be received, adopted and acted upon as follows:

Recommendation No. 1 *2021 Drought Response and Emergency Operations Centre - Update*

THAT the report titled 2021 Drought Response and Emergency Operations Centre - Update be received for information;

AND THAT staff be authorized to proceed with completion of the permitting and approvals process of the Edwards Lake Emergency Siphon system project;

AND FURTHER THAT the estimated total project expenditures of \$175,000 be funded from [370] Regional Water Operating Reserves.

274/21 cont.

Recommendation No. 4 *Request for Proposals (RFP) 2137008
Contract Award – Asphalt Works for Henry Road and Chaster Road
Watermain Replacement*

THAT the report titled Request for Proposals (RFP) 2137008 Contract Award – Asphalt Works for Henry Road and Chaster Road Watermain Replacement be received for information;

AND THAT the contract for supply of asphalt paving services for Chaster Road and Henry Road Water Main Replacement Projects be awarded to BA Blacktop Ltd. in the amount of \$241,738.38 (plus GST);

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

Recommendation No. 5 *Wood Waste Receiving and Processing –
Contract Extension*

THAT the report titled Wood Waste Receiving and Processing – Contract Extension be received for information;

AND THAT the contract with Salish Environmental Group Inc. for wood waste receiving and processing be extended for an additional three (3) year period in the amount up to \$2,456,250 (not including GST);

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

Recommendation No. 7 *RFP 2161309 Supply & Install Pool Facility
UV Light Disinfection System (Sechelt Aquatic Facility)*

THAT the report titled RFP 2161309 Supply & Install Pool Facility UV Light Disinfection System (Sechelt Aquatic Facility) be received for information;

AND THAT a contract for the Supply and Install of a Pool Facility UV Light Disinfection System for the Sechelt Aquatic Center be awarded to DB Perks & Associates Ltd. for up to \$113,027 (plus GST);

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

CARRIED

COMMUNICATIONS

Letter of Support

It was moved and seconded

275/21

THAT the correspondence from Helga Grout, Chairperson, Pender Harbour Community School Society, dated October 5, 2021 regarding the Pender Harbour Community School Society's Community Learning Centre Building Replacement Project be received for information;

275/21 cont. AND THAT a letter of support be written for the Pender Harbour Community School Societies grant application Canadian Community revitalization Fund (CCRF) for replacement of the Community Learning Centre Building;

AND FURTHER THAT the SCRD support the proposed Community Learning Centre building replacement project.

CARRIED

Operation Update
Meeting Invitation

It was moved and seconded

276/21 THAT the correspondence from Amy Jonsson, Communications Director, Grieg Seafood, dated October 5, 2021 regarding an invitation to SCRD Board and staff to attend Grieg Seafood's first bi-annual Operation Update meeting be received for information.

CARRIED

BYLAWS

Bylaw 732 **It was moved and seconded**

277/21 THAT *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be read a first time.

Director Toth opposed

CARRIED

Bylaw 732 **It was moved and seconded**

278/21 THAT *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be read a second time.

Director Toth opposed

CARRIED

Bylaw 732 **It was moved and seconded**

279/21 THAT *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be read a third time.

Director Toth opposed

CARRIED

Bylaw 732 It was moved and seconded

280/21 THAT *Sunshine Coast Regional District Directors' Remuneration Bylaw No. 732, 2021* be adopted.

Director Toth opposed

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

ADJOURNMENT It was moved and seconded

281/21 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:09 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair