



## SUNSHINE COAST REGIONAL DISTRICT

July 27, 2023

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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.

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<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	D. Inkster (in part)
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
		shíshálh Nation Government District	P. Paul
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Infrastructure Services (Acting)		M. Brown
	GM, Planning and Development		I. Hall
	Manager, Capital Projects		S. Misiurak (in part)
	Water Sustainability Coordinator		G. Starsage (in part)
	Chief Building Official		B. Kennett (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Executive Assistant		C. Armitage (in part)
	Media		1
	Public		1

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

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**CALL TO ORDER**     1:58 p.m.

**AGENDA**             **It was moved and seconded**

221/23                 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

Minutes               **It was moved and seconded**

222/23                 THAT the Regular Board meeting minutes of July 13, 2023 be adopted.

**CARRIED**

**REPORTS**

COW

**It was moved and seconded**

223/23

THAT Committee of the Whole recommendation Nos. 1-6 of July 13, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Water Supply Update*

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

**Recommendation No. 2**     *Dream Valley Estates Water System Feasibility Service Area*

THAT the report titled Dream Valley Estates Water System Feasibility Service Area be received for information;

AND THAT Dream Valley Estates be considered a 'feasibility service area' for the purposes of this work;

AND THAT a budget of up to \$30,000 be approved and included in Electoral Area A Feasibility [function 151] to cover the associated costs for associated assessment and feasibility study for the potential takeover/conversion of Dream Valley Estates Water System;

AND THAT 100% of the costs for these works be funded by the ownership/strata of the Dream Valley Estates Water System;

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

**Recommendation No. 3**     *Dan Bosch Park and Katherine Lake Park Proposed Enhancement Projects Update*

THAT the report titled Dan Bosch Park and Katherine Lake Park Proposed Enhancement Projects Update be received for information;

AND THAT a Budget Proposal for a Park Management Plan for both Dan Bosch Park and Katherine Lake Park be submitted as part of the 2024-2028 Financial Planning Process.

**Recommendation No. 4**     *Food Waste Processing Contract Updates*

THAT the report titled Food Waste Processing Contract Updates be received for information;

AND THAT the contract with Salish Environmental Group Inc. for food waste processing services be extended for an additional two (2) year period from September 1, 2023, to August 31, 2025;

AND THAT the contract with Salish Environmental Group Inc. be increased by \$174,300 to \$380,100 (not including GST);

223/23 cont. AND FURTHER THAT the delegated authorities be authorized to execute the contract.

**Recommendation No. 5**     *RFP 2361304 Gibsons and Area Community Centre Youth Services - Contract Award*

THAT the report titled RFP 2361304 Gibsons and Area Community Centre Youth Services – Contract Award be received for information;

AND THAT the contract to provide Youth Services at the Gibsons and Area Community Centre be awarded to YMCA BC Sea to Sky Region in the amount of up to \$138,252 (excluding GST);

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

**Recommendation No. 6**     *Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Minutes of June 6, 2023*

THAT the Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) meeting minutes of June 6, 2023, be received for information.

**CARRIED**

EAS     **It was moved and seconded**

224/23     THAT Electoral Area Services Committee recommendation Nos. 1-13 of July 20, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Director Attendance*

THAT District of Sechelt Director Alton Toth be permitted to attend and participate in the Electoral Areas Service Committee Meeting of July 20, 2023.

**Recommendation No. 2**     *Tiny Home Alliance of Canada and Sunshine Coast Tiny Homes Ltd. Delegation*

THAT the delegation materials provided by Pam Robertson, Tiny Home Alliance of Canada and Sunshine Coast Tiny Homes Ltd. be received for information;

AND THAT staff report to the October 12, 2023 Electoral Areas Services Committee with an update of the changes on Tiny Homes over the past five years and an outline of the steps required to advance a pilot project;

AND FURTHER THAT the 2018 staff report be included for reference.

224/23 cont.

**Recommendation No. 3**     *Development Variance Permit Application  
DVP00085 (Cawley Point Cabins) Delegation*

THAT the delegation materials provided by Pablo Yuste, OMICRON AEC and Angela Letman, Very Coast Planning and Design be received for information.

**Recommendation No. 4**     *Development Variance Permit DVP00085  
(Cawley Point Cabins)*

THAT the report titled Development Variance Permit DVP00085 (Cawley Point Cabins) be received for information;

AND THAT the staff report be referred to the Halfmoon Bay Electoral Area B Advisory Planning Commission (APC), the Egmont / Pender Harbour Electoral Area A APC and District of Sechelt Council.

**Recommendation No. 5**     *Zoning Amendment Bylaw 722.2  
(562 Veterans Road)*

THAT the report titled Zoning Amendment Bylaw 722.2 Consideration of First, Second and Third Readings (562 Veterans Road) be received for information;

AND THAT Zoning Amendment Bylaw No. 722.2, 2022 be forwarded to the Board for First, Second and Third readings.

**Recommendation No. 6**     *Zoning Amendment Bylaw No. 722.6  
(268 Stella Maris Road)*

THAT the report titled Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) – Consideration of First and Second Readings be received for information;

AND THAT Zoning Amendment Bylaw No. 722.6 be forwarded to the Board for First and Second Readings;

AND THAT a Public Hearing to consider Amendment Zoning Bylaw No. 722.6 be arranged;

AND FURTHER THAT Director Toth be delegated as the Chair and Director Stamford be delegated as the Alternate Chair for the Public Hearing.

**Recommendation No. 7**     *Amendment Zoning Bylaw No. 722.9 and  
337.123 Mitigation Watercourse and Shoreline Protection Amendments*

THAT the report titled Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Mitigation Watercourse and Shoreline Protection Amendments be received for information;

AND THAT Zoning Bylaw No. 722.9 and 337.123 be considered for First Reading;

224/23 cont.

AND FURTHER THAT Zoning Bylaw No. 722 and 337 be referred to agencies and Advisory Planning Commissions for comment.

**Recommendation No. 8**     *Proposed Agricultural Land Reserve Exclusion (ALC 67287, ALR00024) - 508 Pratt Rd, Elphinstone*

THAT the report titled Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone be received for information;

AND THAT Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone be denied.

**Recommendation No. 9**     *2023 Electoral Areas' Grant-in-Aid Debrief*

THAT the report titled 2023 Electoral Areas' Grant-in-Aid Debrief be received for information;

AND THAT the Electoral Areas' Grant-in-Aid Policy and process be referred to a future Board Policy Review Committee meeting.

**Recommendation No. 10**     *Roberts Creek Park Protection*

THAT the report titled Roberts Creek Park Protection be received for information;

AND THAT staff be authorized to work with the Roberts Creek Community Association to register a restrictive covenant on both Roberts Creek Park and Hall property titles, with the BC Land Registry, to formalize the land relationship and protect parkland from potential risks.

**Recommendation No. 11**     *RFP 2334502 Engineering Services Ports Capital Projects Award*

THAT the report titled RFP 2334502 Engineering Services Ports Capital Projects Award be received for information;

AND THAT the contract to provide Engineering services for Ports Capital Projects be awarded to CIMA Canada Inc. in the amount of up to \$181,320 (excluding GST);

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

**Recommendation No. 12**     *Elphinstone (Area E) APC Meeting Minutes of June 28, 2023*

THAT the Elphinstone Advisory Planning Commission meeting minutes of June 28, 2023 be received for information.

224/23 cont.      **Recommendation No. 13**      *Ports Monitors Committee Meeting Minutes of May 29, 2023*

THAT the Ports Monitors (POMO) Committee meeting minutes of May 29, 2023 be received for information.

**CARRIED**

Finance      **It was moved and seconded**

225/23      THAT Finance Committee recommendation Nos. 1-4 of July 20, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Corporate Financial Variance – Q2*

THAT the report titled Sunshine Coast Regional District Q2 Corporate Financial Variance be received for information.

**Recommendation No. 2**      *2023 Budget Debrief and 2024-2028 Financial Planning Process*

THAT the report titled 2023 Budget Debrief and 2024-2028 Financial Planning Process be received for information;

AND THAT the process and timelines for the 2024-2028 Financial Planning Process be approved as presented;

AND FURTHER THAT the 2023 Board Calendar be amended, and the 2024 Board Calendar include the Finance Committees for the purposes of 2024-2028 Financial Planning Budget Meetings, as follows:

- December 4-6, 2023 – Round 1 Budget; and
- January 29 and 30, 2024 – Round 2 Budget.

**Recommendation No. 3**      *Debt as at June 30, 2023*

THAT the report titled Sunshine Coast Regional District Debt as at June 30, 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**

COW      **It was moved and seconded**

226/23      THAT Committee of the Whole recommendation Nos. 1-3 of July 27, 2023 be received, adopted and acted upon as follows:

226/23 cont.

**Recommendation No. 1**     *Development Approvals Process Review (DAPR) Final Report*

THAT the report titled Development Approvals Process Review (DAPR) Final Report be received for information;

AND THAT the DAPR Final Report be accepted and endorsed to guide enhancement of SCRD's development approval processes;

AND THAT implementation of DAPR Final Report recommendations be considered as part of the 2024 budget process;

AND THAT, if the grantor allows, the Delegated Authorities be authorized to amend the contract with KPMG LLP to increase the value from \$185,170 to up to \$210,170, funded from currently approved grant funding, to complete further work related to process review activities permitted by the Development Approvals Process Review program;

AND FURTHER THAT the delegated authorities be authorized to approve amended grant terms and conditions as may be required by the grantor Union of BC Municipalities (UBCM).

**Recommendation No. 2**     *Sunshine Coast Arena Ice Operations – Water Source*

THAT the report titled Sunshine Coast Arena Ice Operations – Water Source be received for information;

AND THAT the installation and operations of ice (mid-September through mid-March) at the Sunshine Coast Arena continue to utilize the Chapman water system.

**Recommendation No. 3**     *Sunshine Coast Arena Ice Operations – Water Source*

THAT a Budget Proposal for an evaluation of the well adjacent to the Sunshine Coast Arena be submitted as part of the 2024-2028 Financial Planning process.

**CARRIED**

Accessibility Advisory  
Committee

**It was moved and seconded**

227/23

THAT the report titled Sunshine Coast Regional Accessibility Advisory Committee Terms of Reference be received for information;

AND THAT the establishment of the Sunshine Coast Regional Accessibility Committee be supported;

AND FURTHER THAT the draft Terms of Reference for the Sunshine Coast Regional Accessibility Advisory Committee be adopted as presented.

**CARRIED**

**Appointments                      It was moved and seconded**

228/23                      THAT Director Gabias be appointed as the SCRD Board Liaison to the Sunshine Coast Regional Accessibility Committee;

AND THAT Director McMahon be appointed as the SCRD Board Alternate Liaison to the Sunshine Coast Regional Accessibility Committee.

**CARRIED**

**Connected Coast                      It was moved and seconded**

229/23                      THAT the report titled Connected Coast Network and Last Mile Infrastructure Housekeeping Item - Letter of Support be received for information;

AND THAT a letter of support for the Universal Broadband Fund Application be sent to CityWest to complete the file for the successful grant application for high-speed connectivity to underserved residents and organizations in New Brighton (Gambier Island) and Keats Island.

**CARRIED**

**Water Supply Plan  
Contract****It was moved and seconded**

230/23                      THAT the report titled Proposed Amendment to the Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources (Groundwater Investigation Phase 5) RFP 2337004 - be received for information;

AND THAT the contract awarded to Kalwij Water Dynamics Inc. be amended for a value not to exceed \$473,000 for two (2) additional wells;

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

AND FURTHER THAT the Chapman Siphon Removal project in the amount of \$100,000 be abandoned and reallocated to the Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources (Groundwater Investigation Phase 5) project to accommodate the additional two (2) wells.

**CARRIED**

**Unified AAP                      It was moved and seconded**

231/23                      THAT the report titled Unified Alternative Approval Process Results – Community Recreation Facilities Roof Renewal Loan Authorization Bylaw No. 741, 2023 and Halfmoon Bay Fire Rescue Apparatus Loan Authorization Bylaw No. 742, 2023 be received for information.

**CARRIED**



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

232/23                    THAT the report titled Placement of Notice on Title be received for information;

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 Lot 1, Block 3, District Lot 909, Plan VAP1275, PID 014-695-821, Folio 746.01219.000.

**CARRIED**

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

233/23                    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 Lot 2, District Lot 1621, Plan EPP71272, PID 030-620-147, Folio 746.02111.110.

**CARRIED**

**CAO Report                    It was moved and seconded**

234/23                    THAT the Office of the CAO Monthly Report – verbal update be received for information.

**CARRIED**

**MOTIONS****APC Resignation                    It was moved and seconded**

235/23                    THAT the resignation of Dave Haboosheh from the West Howe Sound Advisory Planning Commission (Area F) be received.

**CARRIED**

**BYLAWS****Bylaw 422.43                    It was moved and seconded**

236/23                    THAT the report titled *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be received for information;

AND THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be considered for three readings and adoption.

**CARRIED**

Bylaw 422.43            **It was moved and seconded**

237/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be read a first time.

**CARRIED**

Bylaw 422.43            **It was moved and seconded**

238/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be read a second time.

**CARRIED**

Bylaw 422.43            **It was moved and seconded**

239/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be read a third time.

**CARRIED**

Bylaw 422.43            **It was moved and seconded**

240/23                    THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be adopted.

**CARRIED**

*Director White left the meeting at 2:48 p.m.*

Bylaw 337.123           **It was moved and seconded**

241/23                    THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.123, 2023* be read a first time.

**CARRIED**

*Director White returned to the meeting at 2:50 p.m.*

Bylaw 722.9             **It was moved and seconded**

242/23                    THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9, 2023* be read a first time.

**CARRIED**

Bylaw 722.2             **It was moved and seconded**

243/23                    THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.2, 2023* be read a first time.

**CARRIED**

Bylaw 722.2                    **It was moved and seconded**

244/23                        THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.2, 2023* be read a second time.

**CARRIED**

Bylaw 722.2                    **It was moved and seconded**

245/23                        THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.2, 2023* be read a third time.

**CARRIED**

Bylaw 722.6                    **It was moved and seconded**

246/23                        THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.6, 2023* be read a first time.

**CARRIED**

Bylaw 722.6                    **It was moved and seconded**

247/23                        THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.6, 2023* be read a second time.

**CARRIED**

Bylaw 740.1                    **It was moved and seconded**

248/23                        THAT the report titled 2023-2027 Financial Plan Bylaw Amendments be received for information;

AND THAT the 2023-2027 Financial Plan Bylaw (740.1) and related schedules be amended to include changes from March 23 to July 13, 2023.

**CARRIED**

Bylaw 740.1                    **It was moved and seconded**

249/23                        THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.1, 2023* be read a first time.

**CARRIED**

Bylaw 740.1                    **It was moved and seconded**

250/23                        THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.1, 2023* be read a second time.

**CARRIED**

Bylaw 740.1                    **It was moved and seconded**

251/23                    THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.1, 2023* be read a third time.

**CARRIED**

Bylaw 740.1                    **It was moved and seconded**

252/23                    THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.1, 2023* be adopted.

**CARRIED**

Bylaw 741                    **It was moved and seconded**

253/23                    THAT *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023* be adopted.

**CARRIED**

Bylaw 742                    **It was moved and seconded**

254/23                    THAT *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023* be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*Director Inkster left the meeting at 3:04 p.m.*

*Director White left the meeting at 3:06 p.m. and returned to the meeting at 3:15 p.m.*

*The Board moved In Camera at 3:15 p.m.*

**IN CAMERA                    It was moved and seconded**

255/23                    THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (f), (g), (i), (j), (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...”, “information that is prohibited ... under section 21 of FOIPPA...”, “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...”.

**CARRIED**

*The Board recessed at 3:17 p.m. and reconvened at 3:32 p.m.*

*The Board moved out of In Camera at 4:57 p.m.*

## **RELEASE OF ITEMS FROM IN CAMERA**

### **POMO Appointments It was moved and seconded**

256/23                      THAT John Rogers be re-appointed as the Ports Monitor Committee representative for the Hopkins Landing dock for a two-year term;

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

**CARRIED**

### **BOV Appointment It was moved and seconded**

257/23                      THAT Terry Davies and Krista Engelland be re-appointed to the Board of Variance for a three-year term.

**CARRIED**

### **Watershed Agreement**

#### **It was moved and seconded**

258/23                      THAT the report titled Aquifer 560 Watershed Agreement be received for information;

AND THAT the Sunshine Coast Regional District delegated authorities be authorized to execute the Aquifer 560 Watershed Agreement with the Town of Gibsons substantially in the form of the Agreement dated July 25, 2023;

AND FURTHER THAT up to \$116,000 in spending authority be approved should costs be incurred per the terms of the agreement.

**CARRIED**

## **ADJOURNMENT**

259/23                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:57 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Chair