



SUNSHINE COAST REGIONAL DISTRICT

June 8, 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.

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
		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
	GM, Corporate Services		T. Perreault
	GM, Community Services		S. Gagnon
	Manager, Planning and Development		J. Jackson (in part)
	Manager, Facility Services		A. van Velzen (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Media		0
	Public		0

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

CALL TO ORDER 1:32 p.m.

AGENDA **It was moved and seconded**

139/23 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

140/23 THAT the Regular Board meeting minutes of May 25, 2023 be adopted.

CARRIED

REPORTS

BPR

It was moved and seconded

141/23

THAT Board Policy Review Committee recommendation Nos. 1-7 and 9-29 of June 1, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Policy and Procedure Framework*

THAT the report titled Policy and Procedure Framework be received for information;

AND THAT the Committee adopt the Policy and Procedure Framework as presented.

Recommendation No. 2 *Policies Flagged for Minor Revision*

THAT the report titled Policies Flagged for Minor Revision be received for information.

Recommendation No. 3 *Laying of Wreaths*

THAT the Laying of Wreaths Policy be adopted as presented with the following additional amendments:

- In section 4.1: strike out “one hundred dollars will be donated” and replace with “a donation will be made”.

Recommendation No. 4 *Board Administration*

THAT the Board Administration Policy be adopted as presented with the following additional amendments:

- Section 4.5 be deleted and replaced with "Alternate Directors will not be provided with corporate cell phones or other electronic devices.";

AND THAT section 4.6 be added as follows:

- “4.6 Alternate Directors will not have access to In Camera files except when acting in the absence of the Director.”;

AND FURTHER THAT the title of the policy be amended to “Board Administration: Directors and Alternate Directors”.

Recommendation No. 5 *Petitions and Delegations*

THAT the Petitions and Delegations Policy be adopted as presented.

Recommendation No. 6 *Agenda Item Submission Deadline*

THAT the Agenda Item Submission Deadline Policy be adopted as presented with the following additional amendment:

141/23 cont.

- Insert section “5.1 g) A Notice of Motion and items of New Business are excluded from this policy.”

Recommendation No. 7 *Pesticide Use and Invasive Species Management*

THAT the Pesticide Use and Invasive Species Management Policy be referred to staff and brought forward to a future Committee meeting for further review and major revision.

Recommendation No. 9 *Use and Insurance of Rental and Personal Vehicles*

THAT the Use and Insurance of Rental and Personal Vehicles Policy be adopted as presented.

Recommendation No. 10 *Support Service Allocation*

THAT the Support Service Allocation Policy be adopted as presented;

AND THAT the provision in section 5. EXCEPTIONS “Exceptions to this policy may be made by the Chief Administrative Officer or designate.” be reinstated.

Recommendation No. 11 *Debt Management*

THAT the Debt Management Policy be adopted as presented.

Recommendation No. 12 *Directors - Reimbursement of Travel & Other Expenses*

THAT the Directors - Reimbursement of Travel & Other Expenses Policy be adopted as presented;

AND THAT the title of the policy be amended to “Reimbursement of Directors’ Travel and Other Expenses”.

Recommendation No. 13 *Directors - Travel Accident Insurance*

THAT the Directors - Travel Accident Insurance Policy be referred back to staff for review and be brought to a future committee to confirm the recommendation to repeal.

Recommendation No. 14 *Screening Officer Bylaw Notice*

THAT the Screening Officer Bylaw Notice Policy be adopted as presented.

Recommendation No. 15 *Street Lighting*

THAT the Street Lighting Policy be repealed.

141/23 cont.

Recommendation No. 16 *Independent Power Production Development in the Sunshine Coast Regional District*

THAT the Independent Power Production Development in the Sunshine Coast Regional District Policy be repealed.

Recommendation No. 17 *Funding Watermain Extensions DRAFT*

THAT the Funding Watermain Extensions Draft Policy be repealed.

Recommendation No. 18 *SCRD Park Naming*

THAT the SCRД Park Naming Policy be combined with the Parks and Recreation Room Naming Policy and be referred back to staff for review and major revision.

Recommendation No. 19 *Development Variance Permits*

THAT the Development Variance Permits Policy be adopted as presented with the following additional amendment:

- In section 4.2: strike out the word “following” and replace with “preceding”.

Recommendation No. 20 *Geo-Hazard Acceptability in Development Approval*

THAT the Geo-Hazard Acceptability in Development Approval Policy be repealed.

Recommendation No. 21 *Water Extraction for the Purpose of Commercial Bottled Water Sales*

THAT the Water Extraction for the Purpose of Commercial Bottled Water Sales Policy be retained as presented;

AND THAT section 4. be amended to:

4. POLICY

“The Sunshine Coast Regional District does not support the extraction of fresh water resources in gas, liquid or solid form from surface or groundwater for the purpose of commercial bottled water export from the Sunshine Coast.”;

AND FURTHER THAT the title of the policy be amended to “Water Extraction for the Purpose of Commercial Bottled Water Export”.

Recommendation No. 22 *Community Amenity Contribution for Independent Power and Resource Projects*

THAT the Community Amenity Contribution for Independent Power and Resource Projects Policy be adopted as presented.

141/23 cont.

Recommendation No. 23 *Strategic Planning*

THAT the Strategic Planning Policy be repealed.

Recommendation No. 24 *Room Naming - Parks and Recreation Facilities*

THAT the Room Naming - Parks and Recreation Facilities Policy be combined with the Parks and Recreation Room Naming Policy and be referred back to staff for major revision.

Recommendation No. 25 *Free Ticket Program*

THAT the Free Ticket Program Policy be brought forward to a future Committee meeting for further review and major revision;

AND THAT staff explore aligning the approach for free Transit tickets with free recreation passes.

Recommendation No. 26 *Additional Policies for Review*

THAT the report titled Additional Policies for Review be received for information.

Recommendation No. 27 *Staff Development Policy*

THAT the Staff Development Policy be repealed.

Recommendation No. 28 *Performance Management Policy*

THAT the Performance Management Policy be repealed.

Recommendation No. 29 *Board Policies for Major Revision*

THAT staff report back to a future Committee of the Whole identifying all the Board policies under review for major revision, with an indication of timelines as to when they will be brought forward for Board consideration.

CARRIED

BPR

It was moved and seconded

142/23

THAT Board Policy Review Committee recommendation No. 8 of June 1, 2023 be received, adopted and acted upon as amended as follows:

Recommendation No. 8 *Procurement*

THAT the Procurement Policy be referred to staff and brought forward to a future Committee of the Whole meeting for further review and *minor* revision.

CARRIED

Special COW

It was moved and seconded

143/23

THAT Special Committee of the Whole recommendation No. 1 of June 1, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *SCRD Regional Growth Framework
Baseline Research*

THAT the report titled Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports be received for information;

AND THAT the following recommendations be approved as the next steps for the SCRD Regional Growth Framework Baseline Research project:

1. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to other local governments, Islands Trust, Gambier Local Trust Committee, First Nations and Electoral Area Advisory Planning Commissions inviting feedback.
2. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to School District 46, Vancouver Coastal Health, Ministry of Transportation and Infrastructure, Sunshine Coast Resource Centre, Sunshine Coast Community Services Society, Sunshine Coast Farmers' Institute, BC Ferries Corporation, Roberts Creek Official Community Plan Committee, inviting feedback.
3. Continue development of a Let's Talk SCRD page to gather comments and ideas from community groups and the community.
4. Refer the Sunshine Coast Regional District (SCRD) Regional Growth Framework Baseline Research Reports to the SCRD Strategic Planning process.
5. Staff to use the Regional Growth Baseline Framework as a key input for the PEP2 (Official Community Plan Renewal) project.
6. Encourage other local governments to use the Regional Growth Baseline Framework as a key input for any upcoming Official Community Plan updates or renewals.
7. Staff to prepare a set of options for next steps / implementation to consider, beyond integration with strategic plans and Official Community Plans, following receipt of referral comments and Let's Talk input for a timeline of Q3/Q4 2023.

CARRIED

Contract Extension It was moved and seconded

144/23

THAT the report titled 2061303 Refrigeration Services Agreement - Contract Term Extension be received for information;

AND THAT the contract with Temp-Pro Refrigeration Ltd. for refrigeration system annual maintenance and repair services be extended for an additional 22-month period to May 31, 2025;

AND THAT the contract with Temp-Pro Refrigeration Ltd. be increased by \$93,135 for a total value of up to \$325,335 (excluding GST);

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

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

145/23

THAT the letter from Jenny Wright, Curator/Manager at the Nicholas Sonntag Marine Education Centre in Gibsons be received for information;

AND THAT the SCRD send a letter to Nicholas Sonntag Marine Education Centre in support of their Ocean Legacy Foundation Clean Coast Clean Waters Initiative Fund application.

CARRIED**Operating Reserve
Fund Accounts****It was moved and seconded**

146/23

THAT staff investigate and report back to an upcoming Regular Board meeting the viability of repealing or making dormant the operating reserve fund accounts for Area B and Area D Smoke Control services.

CARRIED**BYLAWS****Bylaw 743 It was moved and seconded**

147/23

THAT *Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023* be read a first time.

CARRIED**Bylaw 743 It was moved and seconded**

148/23

THAT *Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023* be read a second time.

CARRIED

Bylaw 743 **It was moved and seconded**

149/23 THAT *Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023* be read a third time.

CARRIED

Bylaw 743 **It was moved and seconded**

150/23 THAT *Office Building Upgrades Operating Reserve Fund Establishment Bylaw No. 743, 2023* be adopted.

CARRIED

Bylaw 744 **It was moved and seconded**

151/23 THAT *Halfmoon Bay Smoke Control Operating Reserve Fund Establishment Bylaw No. 744, 2023* be read a first time.

CARRIED

Bylaw 744 **It was moved and seconded**

152/23 THAT *Halfmoon Bay Smoke Control Operating Reserve Fund Establishment Bylaw No. 744, 2023* be referred to an upcoming Regular Board Meeting agenda for consideration of further readings.

CARRIED

Bylaw 745 **It was moved and seconded**

153/23 THAT *Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023* be read a first time.

CARRIED

Bylaw 745 **It was moved and seconded**

154/23 THAT *Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023* be read a second time.

CARRIED

Bylaw 745 **It was moved and seconded**

155/23 THAT *Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023* be read a third time.

CARRIED

Bylaw 745 **It was moved and seconded**

156/23 THAT *Halfmoon Bay Fire Protection Operating Reserve Fund Establishment Bylaw No. 745, 2023* be adopted.

CARRIED

Bylaw 746 **It was moved and seconded**

157/23 THAT *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023* be read a first time.

CARRIED

Bylaw 746 **It was moved and seconded**

158/23 THAT *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023* be read a second time.

CARRIED

Bylaw 746 **It was moved and seconded**

159/23 THAT *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023* be read a third time.

CARRIED

Bylaw 746 **It was moved and seconded**

160/23 THAT *Egmont Fire Protection Operating Reserve Fund Establishment Bylaw No. 746, 2023* be adopted.

CARRIED

Bylaw 747 **It was moved and seconded**

161/23 THAT *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023* be read a first time.

CARRIED

Bylaw 747 **It was moved and seconded**

162/23 THAT *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023* be read a second time.

CARRIED

Bylaw 747 **It was moved and seconded**

163/23 THAT *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023* be read a third time.

CARRIED

Bylaw 747 **It was moved and seconded**

164/23 THAT *Emergency Telephone 911 Operating Reserve Fund Establishment Bylaw No. 747, 2023* be adopted.

CARRIED

- Bylaw 748 **It was moved and seconded**
- 165/23 THAT *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023* be read a first time.
- CARRIED**
- Bylaw 748 **It was moved and seconded**
- 166/23 THAT *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023* be read a second time.
- CARRIED**
- Bylaw 748 **It was moved and seconded**
- 167/23 THAT *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023* be read a third time.
- CARRIED**
- Bylaw 748 **It was moved and seconded**
- 168/23 THAT *Sunshine Coast Emergency Planning Operating Reserve Fund Establishment Bylaw No. 748, 2023* be adopted.
- CARRIED**
- Bylaw 749 **It was moved and seconded**
- 169/23 THAT *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023* be read a first time.
- CARRIED**
- Bylaw 749 **It was moved and seconded**
- 170/23 THAT *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023* be read a second time.
- CARRIED**
- Bylaw 749 **It was moved and seconded**
- 171/23 THAT *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023* be read a third time.
- CARRIED**
- Bylaw 749 **It was moved and seconded**
- 172/23 THAT *Fleet Maintenance Operating Reserve Fund Establishment Bylaw No. 749, 2023* be adopted.
- CARRIED**

Bylaw 750 **It was moved and seconded**

173/23 THAT *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023* be read a first time.

CARRIED

Bylaw 750 **It was moved and seconded**

174/23 THAT *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023* be read a second time.

CARRIED

Bylaw 750 **It was moved and seconded**

175/23 THAT *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023* be read a third time.

CARRIED

Bylaw 750 **It was moved and seconded**

176/23 THAT *Building Maintenance Operating Reserve Fund Establishment Bylaw No. 750, 2023* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:34 p.m.

IN CAMERA It was moved and seconded

177/23 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (g) and (k) of the *Community Charter* – “personal information about an identifiable individual...”; “litigation or potential litigation...”; and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages ...”.

CARRIED

The Board moved out of In Camera at 3:03 p.m.

ADJOURNMENT

178/23 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:03 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair