



## SUNSHINE COAST REGIONAL DISTRICT

November 23, 2023

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

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**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
Corporate Officer	S. Reid
GM, Community Services	S. Gagnon
GM, Corporate Services / Chief Financial Officer	T. Perreault
GM, Infrastructure Services	R. Rosenboom
GM, Planning and Development	I. Hall
Assistant GM, Infrastructure Services	M. Brown
Building Official II	L. Hughes (in part)
Legislative Assistant/Recorder	K. Wiebe
Public	5
Media	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**     1:32 p.m.

**AGENDA**             It was moved and seconded

341/23                THAT the item 'Directors' Reports' be removed from the agenda;  
  
                             AND THAT the agenda for the meeting be adopted as amended.

**CARRIED**

**MINUTES**

Minutes

**It was moved and seconded**

342/23

THAT the Regular Board meeting minutes of November 9, 2023 be adopted.

**CARRIED****PRESENTATIONS AND DELEGATIONS***Kelly Foley presented the Sunshine Coast Social and Housing Needs Assessment 2023 Report identifying any gaps to be addressed and highlighting the priority work underway.*

SC Housing

**It was moved and seconded**

343/23

THAT the Sunshine Coast Social and Housing Needs Assessment 2023 Report presentation be received for information.

**CARRIED****REPORTS**

COW

**It was moved and seconded**

344/23

THAT Committee of the Whole recommendation Nos. 1-5 of November 9, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *2024 Meeting Schedule*

THAT the report titled 2024 Meeting Schedule be received for information;

AND THAT the 2024 Meeting Schedule be adopted as amended by moving the Regular Board meeting start time from 1:30 pm to 1:00 pm.

**Recommendation No. 2**     *Plans for Community Greenhouse Gas Emissions Inventory*

THAT the report titled Plans for Community Greenhouse Gas Emissions Inventory be received for information;

AND THAT the approach of engaging with My Sea to Sky for completion of community energy and emissions inventories for the Sunshine Coast Regional District be supported.

**Recommendation No. 3**     *Community Services Department 2023 Q3 Report*

THAT the report titled Community Services Department 2023 Q3 Report be received for information.

344/23 cont.      **Recommendation No. 4**      *Planning and Development Department  
2023 Q3 Report*

THAT the report titled Planning and Development Department 2023 Q3 Report be received for information.

**Recommendation No. 5**      *Infrastructure Services Department – 2023  
Q3 Report*

THAT the report titled Infrastructure Services Department – 2023 Q3 Report be received for information.

**CARRIED**

Special COW      **It was moved and seconded**

345/23      THAT the Special Committee of the Whole recommendation Nos. 1 and 3-15 of November 10, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Sunshine Coast Regional District Water  
Services – Capital Plan Update*

THAT the report titled Sunshine Coast Regional District Water Services – Capital Plan Update be received for information.

**Recommendation No. 3**      *North Pender Service Area 2024 Rate  
Bylaw Amendment*

THAT the report titled North Pender Service Area 2024 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule D be amended to increase the North Pender Water Service Area User Fees and Metered Usage Fees by 5.11% and Parcel Taxes by 14.19% for an overall rate increase of 7.79%;

AND THAT the amended Bylaw be presented for readings and adoption at the December 14, 2023, Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 4**      *South Pender Service Area 2024 Rate  
Bylaw Amendment*

THAT the report titled South Pender Service Area 2024 Rate Bylaw Amendment be received for information;

345/23 cont.

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule E be amended to increase the South Pender Water Service Area User Fees and Metered Usage Fees by 10.75% and Parcel Taxes by 19.26% for an overall rate increase of 13.83%;

AND THAT the amended Bylaw be presented for readings and adoption at the December 14, 2023, Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 5**      *2024 Wastewater User Fee and Capital Plan Overview*

THAT the report titled 2024 Wastewater User Fee and Capital Plan Overview be received for information.

**Recommendation No. 6**      *Greaves Road [381] Wastewater 2024 User Fee Review*

THAT the report titled Greaves Road [381] Wastewater 2024 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Greaves Road Service Area User Fees to \$763.61 for 2024;

AND THAT the amended Bylaw be presented for readings and adoption at the December 14, 2023 Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 7**      *Woodcreek Park [382] Wastewater 2024 User Fee Review*

THAT the report titled Woodcreek Park [382] Wastewater 2024 User Fee Review be received for information;

AND THAT the *Woodcreek Park Sewer User Rates Bylaw No. 430*, (Schedule A) be amended to increase the Woodcreek Park Service Area User Fees to \$800.74 for 2024;

AND THAT the amended Bylaw be presented for readings and adoption at the December 14, 2023, Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

345/23 cont.

**Recommendation No. 8**      *Woodcreek Park [382] Wastewater Capital Plan Update*

THAT the report titled Woodcreek Park [382] Wastewater Capital Plan Update be received for information;

AND THAT the *Woodcreek Park Sewer User Rates Bylaw No. 430* (Schedule A) be amended to increase the Frontage Fee for the Woodcreek Park Wastewater Service by \$50, resulting in a 2024 Frontage Fee of \$500, to be reviewed again prior to the 2025 budget;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 9**      *Secret Cove [385] Wastewater 2024 User Fee Review*

THAT the report titled Secret Cove [385] Wastewater 2024 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Secret Cove Service Area User Fees to the following for 2024:

Secret Cove Residential User Fee: \$829.96

Secret Cove Marina User Fee: \$847.34

Secret Cove Restaurant User Fee: \$1,205.51

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 10**      *Langdale [388] Wastewater Capital Plan Update*

THAT the report titled Langdale [388] Wastewater Capital Plan Update be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428 (Schedule B) be amended to increase the Frontage Fee for the Langdale Wastewater Service by \$50.00, resulting in a 2024 Frontage Fee of \$500.00, to be reviewed again prior to the 2025 budget;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 11**      *Curran Road [391] Wastewater 2024 User Fee Review*

THAT the report titled Curran Road [391] Wastewater 2024 User Fee Review be received for information;

345/23 cont.

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Curran Road Service Area User Fees to \$742.68 for 2024;

AND THAT the amended Bylaw be presented for readings and adoption at the December 14, 2023 Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 12**    *Roberts Creek Co-Housing [392]  
Wastewater 2024 User Fee*

THAT the report titled Roberts Creek Co-Housing [392] Wastewater 2024 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Roberts Creek Co-Housing Service Area User Fees to \$1,307.48 for 2024;

AND THAT the amended Bylaw be presented for readings and adoption at the December 14, 2023 Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 13**    *Robert's Creek Co-Housing [392]  
Wastewater Capital Plan Update*

THAT the report titled Robert's Creek Co-Housing [392] Wastewater Capital Plan Update be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428 (Schedule B) be amended to reflect a \$50.00 annual increase in Frontage Fees for Robert's Creek Co-Housing, over the next five years, resulting in the following fees: \$500.00 in 2024, \$550.00 in 2025, \$600.00 in 2026, \$650.00 in 2027, and \$700.00 in 2028;

AND THAT the Capital Plan be reviewed and presented to the Board prior to the adoption of the 2024 Budget;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 14**    *Lily Lake [393] Wastewater 2024 User Fee Review*

THAT the report titled Lily Lake [393] Wastewater 2024 User Fee Review be received for information;

345/23 cont. AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Lily Lake Service Area User Fees to \$1,143.48 for 2024;

AND THAT the amended Bylaw be presented for readings and adoption at the December 14, 2023 Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**Recommendation No. 15**    *2024 Refuse Collection [355] Fee Review*

THAT the report titled 2024 Refuse Collection [355] Fee Review be received for information.

**CARRIED**

Special COW    **It was moved and seconded**

346/23    THAT Special Committee of the Whole recommendation No. 2 of November 10, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 2**    *Regional Water Service Area 2024 Rate Bylaw Amendment*

THAT the report titled Regional Water Service Area 2024 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area User Fees and Metered Usage Fees by 9.75% and Parcel Taxes by 14.78% for an overall rate increase of 11.64%;

AND THAT the amended Bylaw be presented for readings and adoption at the December 14, 2023, Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

**CARRIED**

*Directors Toth, Backs, and Inkster opposed*

EAS    **It was moved and seconded**

347/23    THAT Electoral Area Services Committee recommendation Nos. 1-8 of November 16, 2023 be received, adopted and acted upon as follows:

347/23 cont.

**Recommendation No. 1**     *Sunshine Coast Sue Big Oil Campaign Delegation*

THAT the presentation materials provided by Dawn Allen and Anthony Paré, Sunshine Coast Sue Big Oil Campaign be received for information.

**Recommendation No. 2**     *Sue Big Oil Campaign*

THAT staff reach out to the Capital Regional District to request information regarding their findings on the feasibility, merit and role of Regional Districts regarding the Sue Big Oil lawsuit;

AND THAT a staff report on the findings be brought back to a future Committee for information.

**Recommendation No. 3**     *Development Variance Permit DVP00091 (1019 Stephens Road)*

THAT the report titled Development Variance Permit DVP00091 (1019 Stephens Road) - Electoral Area D be received for information;

AND THAT Development Variance Permit DVP00091 (1019 Stephens Road) to vary Zoning Bylaw No. 722, Section 5.14.1 (a) to reduce the setback for a building from a parcel line adjacent to a highway from 5 m to 0.64 m to retroactively permit an auxiliary building constructed on the subject parcel, be issued.

**Recommendation No. 4**     *Agricultural Land Commission Referral Application 68227 (SCRD ALR00025)*

THAT the report titled Agricultural Land Commission Referral Application 68227 (SCRD ALR00025) - Electoral Area B be received for information;

AND THAT Agricultural Land Commission Referral 68227 for Non-Farm Use be forwarded to the Agricultural Land Commission for review of decision.

**Recommendation No. 5**     *RFP 2334501 Ports Annual Inspections & Preventative Maintenance – Contract Award*

THAT the report titled RFP 2334501 Ports Annual Inspections & Preventative Maintenance – Contract Award be received for information;

AND THAT a contract to provide Annual Inspections & Preventative Maintenance for SCR D Ports [345] be awarded to Summerhill Fine Homes Inc. in the amount of up to \$670,200 (excluding GST);

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



347/23 cont. AND FURTHER THAT \$4,730 in Year 1 (2024) and an annual increase of 5% for Year 2- 5 (2025-2028), to reflect the new contract value for [345] Ports, be incorporated into the draft 2024-2028 financial plan and funded through taxation.

**Recommendation No. 6**      *RFP 2368002 Snow Clearing and Road Maintenance Services for Dakota Ridge - Contract Award*

THAT the report titled RFP 2368002 Snow Clearing and Road Maintenance Services for Dakota Ridge - Contract Award be received for information;

AND THAT that a contract for the Snow Clearing and Road Maintenance Services for Dakota Ridge [680] be awarded to NB Contracting in the amount of up to \$480,000 (excluding GST);

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

AND FURTHER THAT an annual increase of \$16,000 to reflect the new contract value for function [680] Dakota Ridge, be incorporated into the draft 2024-2028 financial plan and funded from taxation.

**Recommendation No. 7**      *Request for Proposal (RFP) 2311603 Portable Toilets and Sewage Pump out Services - Contract Award*

THAT the report titled Request for Proposal (RFP) 2311603 Portable Toilets and Sewage Pump out Services - Contract Award be received for information;

AND THAT a contract for Portable Toilets and Sewage Pump Out Services be awarded to Star-Tek Industries Ltd in the amount up to \$815,000 (excluding GST);

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

AND FURTHER THAT an increase of \$9,700 in Year 1 (2024) and an additional 2.5% for Year 2-5 (2025-2028), to reflect the new contract value for [650] Community Parks, be incorporated into the draft 2024-2028 financial plan and funded through taxation.

**Recommendation No. 8**      *Request for Quotation 2365012 Rough Lumber - Contract Award*

THAT the report titled Request for Quotation 2365012 Rough Lumber - Contract Award be received for information;

AND THAT a contract for Rough Lumber be awarded to Powell River Forest Products Ltd. in the amount up to \$125,000 (excluding GST);

347/23 cont. AND FURTHER THAT the delegated authorities be authorized to execute the contract.

**CARRIED**

Contract Award -  
Exposed Watermain **It was moved and seconded**

348/23 THAT the report titled Request for Proposal (RFP) 2337009 Exposed Watermain Rehabilitation Chapman Creek Crossing – Contract Award be received for information;

AND THAT a contract for exposed watermain rehabilitation for a portion of the Chapman Creek be awarded to Jewel Holdings Ltd., in the amount up to \$143,000 (plus GST);

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

AND THAT the Exposed Watermain Rehabilitation project funding source be modified to [370] Regional Water Operational Reserves;

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

**CARRIED**

Watermain  
Replacement **It was moved and seconded**

349/23 THAT the report titled Request for Proposal (RFP) 2337012 Watermain Replacement Sans Souci Road – Contract Award be received for information;

AND THAT a contract for Watermain Replacement Sans Souci Road be awarded to Drake Excavating 2016 LTD., in the amount up to \$667,000 (plus GST);

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

**CARRIED**

HVAC Replacement **It was moved and seconded**

350/23 THAT the report titled 2361306 HVAC Unit Replacement at Gibsons and Area Community Centre (GACC) - Contract Value Amendment be received for information;

AND THAT the contact value with Entity Mechanical Ltd for HVAC Unit Replacement at GACC be increased by \$19,300 to an amount of up to \$375,000 (excluding GST);

350/23 cont. AND FURTHER THAT the delegated authorities be authorized to execute the contract.

**CARRIED**

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

351/23 THAT the report titled Placement of Notice on Title be received for information;

AND THAT the proposed resolution that authorizes 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 41, District Lot 3923, Plan LMP31125, PID 023-630-094, Folio 746.06165.041 be referred to the Board meeting scheduled for January 25, 2024.

**CARRIED**

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

352/23 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 22, Block 4, District Lot 1324, Plan VAP17661, PID 007-264-461, Folio 746.03016.152.

**CARRIED**

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

353/23 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 1258 1653 3201, Plan VAS793, PID 003-460-011, Folio 746.01989.020.

**CARRIED**

Strategic Plan **It was moved and seconded**

354/23 THAT the report titled 2023-2027 SCRD Strategic Plan Update be received for information.

**CARRIED**

**COMMUNICATIONS**

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

355/23      THAT the communication from Mary Caros, Interim Executive Director/Seniors Planning Manager, Sunshine Coast Resource Centre, dated November 8, 2023 be received for information;

AND THAT a letter be prepared and provided to the Sunshine Coast Resource Centre in support of their grant application for the Community Passenger Transportation Fund.

**CARRIED**

*The Board moved In Camera at 2:41 pm*

**IN CAMERA      It was moved and seconded**

356/23      THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (c) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, [...] or another position...; labour relations or other employee relations...”

**CARRIED**

*The Board moved out of In Camera at 4:28 p.m.*

**RELEASE OF ITEMS FROM IN CAMERA**

Langdale  
Wastewater Grant      **It was moved and seconded**

357/23      THAT the Sunshine Coast Regional District accept the Investing in Canada Infrastructure Program - Green Infrastructure – Environmental Quality (ICIP-EQ) grant for the Langdale Wastewater Treatment System Upgrade project for \$751,997;

AND THAT the delegated authorities be authorized to execute the Shared Cost Agreement and accept the Terms of Conditions of the Grant Agreement;

AND THAT the Langdale Wastewater Plant - Remediation Project included in the [388] Langdale Wastewater Service Area 2023 Budget be renamed to the Langdale Wastewater Treatment System Upgrade Project;

357/23 cont. AND THAT a loan of up to \$112,501 for a term of 5 years be requested through the Municipal Finance Authority section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the Langdale Wastewater Treatment System Upgrade;

AND THAT the budget for the Langdale Wastewater Treatment System Upgrade Project be increased by \$764,498;

AND THAT the project be funded from the ICIP-EQ grant funding of \$751,997, \$35,000 from Operating Reserves, \$126,000 from Capital Reserves, and up to \$112,501 from Short Term Debt;

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

**CARRIED**

Hillside Culvert  
Repair

**It was moved and seconded**

358/23 THAT Option 2, remove the culvert and daylight the creek, as presented in the January 12, 2023 staff report is the preferred direction;

AND THAT funding of up to \$200,000 from [540] Hillside Industrial Park operating reserves be approved for Hillside Culvert Repair/Replacement Project – Option Development;

AND THAT the 2023-2027 Financial Plan be amended accordingly;

AND FURTHER THAT an update on progress be provided to a future Committee.

**CARRIED**

Sechelt Library

**It was moved and seconded**

359/23 THAT the Sunshine Coast Regional District (SCRD) funding partners (Areas A, B, and D) approve the Sechelt Public Library Draft Funding and Service Agreement as presented;

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

AND THAT the Agreement be forwarded to the District of Sechelt, the shíshálh Nation Government District and the Sechelt Public Library Board for approval;

AND FURTHER THAT the 2024 and 2025 revised amounts be included in the 2024-2028 Draft Financial Plan.

**CARRIED**

**RAAC Appointees      It was moved and seconded**

360/23                      THAT the Regional Accessibility Advisory Committee (RAAC) member appointments be affirmed as follows:

- Bill Conway
- Klara Cramer
- Daniela Dutto
- Ellen Eaton
- Lynne Forrest
- Angela Gursche
- Rose Kiewitz
- Anna Lattanzi
- Cael Read
- Taylor Straw
- Sarah Tompkins

**CARRIED**

**Collective Agreement  
Ratification      It was moved and seconded**

361/23                      THAT the Collective Agreement 2024 – 2027 Memorandum of Agreement be ratified;

AND THAT the draft 2024-2028 Financial Plan be amended to reflect the newly contracted rates.

**New Brighton Dock      It was moved and seconded**

362/23                      THAT the SCRD Board contact Honourable Nathan Cullen, Minister of Water, Land and Resource Stewardship in reference to the meeting that took place at UBCM regarding the status of access to the New Brighton dock, and that this action be expedited.

**CARRIED**

**ADJOURNMENT**

363/23                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:29 p.m.

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

Corporate Officer

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

\_\_\_\_\_

Chair