



SUNSHINE COAST REGIONAL DISTRICT

April 27, 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 Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt Town of Gibsons	J. Gabias K. Backs D. McMahon K. Stamford J. Henderson A. Toth S. White
ALSO PRESENT:	Chief Administrative Officer		D. McKinley (in part)
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Community Services		S. Gagnon
	GM, Infrastructure Services (Acting)		M. Brown (in part)
	GM, Planning and Development		I. Hall
	Manager, Strategic Initiatives		M. Edbrooke (in part)
	Chief Building Official		B. Kennett (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Electoral Area A, Alternate Director		C. Alexander
	Media		1
	Public		11

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

CALL TO ORDER 2:00 p.m.

AGENDA It was moved and seconded

095/23 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

096/23 THAT the Regular Board meeting minutes of April 6, 2023 be adopted.

CARRIED

Minutes **It was moved and seconded**

097/23 THAT the Special Board meeting minutes of April 20, 2023 be adopted.

CARRIED

REPORTS

COW **It was moved and seconded**

098/23 THAT Committee of the Whole recommendation Nos. 1-6 of April 6, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Chapman Water System Water Supply Scenarios*

THAT the report titled Chapman Water System Water Supply Scenarios be received for information.

Recommendation No. 2 *Sunshine Coast Regional District Water Supply*

THAT the report titled Sunshine Coast Regional District Water Supply be received for information.

Recommendation No. 3 *Solid Waste Management Plan Update*

THAT the report titled Solid Waste Management Plan Update be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) begin the process of updating the Solid Waste Management Plan for the regional district (including the Town of Gibsons, District of Sechelt and shíshálh Nation Government District);

AND THAT public notification of the SCRD's intention to amend the Solid Waste Management Plan and begin a process of consultation on proposed Plan amendments be provided;

AND FURTHER THAT notification of the project initiation be provided to the District of Sechelt, Town of Gibsons, shíshálh Nation Government District, Skwxú7mesh Úxwumixw, and the Ministry of Environment and Climate Change Strategy.

Recommendation No. 4 *Code of Conduct Policy*

THAT the report titled Code of Conduct Policy be received for information;

AND THAT the Code of Conduct Policy be adopted as amended as follows:

098/23 cont.

- in section 4.2.2 insert: “the opinion and needs of the *electoral area or municipality and the region as a whole* in all decision-making...”.

Recommendation No. 5 *Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Minutes of February 28, 2023*

THAT the Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) meeting minutes of February 28, 2023, be received for information.

Recommendation No. 6 *Water Supply Advisory Committee (WASAC) Minutes of March 6, 2023*

THAT the Water Supply Advisory Committee (WASAC) meeting minutes of March 6, 2023, be received for information.

CARRIED

EAS

It was moved and seconded

099/23

THAT Electoral Area Services Committee recommendation Nos. 1-11 of April 20, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Development Variance Permit DVP00084 (12820 Alexander Road)*

THAT the report titled Development Variance Permit DVP00084 (12820 Alexander Road) be received for information;

AND THAT Development Variance Permit DVP00084 (12820 Alexander Road) be approved.

Recommendation No. 2 *Agricultural Land Commission Application 66833 (SCRD ALR00023)*

THAT the report titled Agricultural Land Commission Referral Application 66833 (SCRD ALR00023) be received for information;

AND THAT Agricultural Land Commission Application 66833 for Non-Farm Use be forwarded to the Agricultural Land Commission for review of decision with the following comments:

- SCR D supports a recommendation to the Agricultural Land Commission that the Home Plate Covenant be removed for Application 66833 (SCR D ALR00023) at 2005 Port Mellon Highway.

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;

099/23 cont.

AND THAT staff bring forward a report prior to the end of Q2 outlining next steps, resources, and budget required to expedite moving the Dan Bosch / Katherine Lake Park project forward.

Recommendation No. 4 *RFP 2334501 Float Replacement Keats Landing Port Award Report*

THAT the report titled RFP 2334501 Float Replacement Keats Landing Port Award Report be received for information;

AND THAT the contract for the Float Replacement Keats Landing Port be awarded to Blue Water Systems Ltd (Proposal A) in the amount of up to \$190,000 (excluding GST);

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

Recommendation No. 5 *Egmont/Pender Harbour APC Meeting Minutes of March 29, 2023*

THAT the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of March 29, 2023 be received for information.

Recommendation No. 6 *Halfmoon Bay APC Meeting Minutes of March 28, 2023*

THAT the Halfmoon Bay Advisory Planning Commission meeting minutes of March 28, 2023 be received for information.

Recommendation No. 7 *Roberts Creek APC Meeting Minutes of March 20, 2023*

THAT the Roberts Creek Advisory Planning Commission meeting minutes of March 20, 2023 be received for information.

Recommendation No. 8 *West Howe Sound APC Meeting Minutes of March 28, 2023*

THAT the West Howe Sound Advisory Planning Commission meeting minutes of March 28, 2023 be received for information.

Recommendation No. 9 *Elphinstone APC Meeting Minutes of March 29, 2023*

THAT the Elphinstone Advisory Planning Commission meeting minutes of March 29, 2023 be received for information.

Recommendation No. 10 *Advisory Planning Commission Development Plan*

THAT staff prepare an Advisory Planning Commission (APC) Development Plan for 2023 that includes:

099/23 cont.

- Training and advice on minute taking and developing effective recommendations to maximize the impact of volunteers' work;
- A review of support to recording secretaries;
- Consultation on the results of the Development Approvals Process Review, with an opportunity to look at subdivision process;
- Consultation on priorities for the planned OCP renewal project;

AND THAT the APC Development Plan be communicated with all APCs at an upcoming meeting.

Recommendation No. 11 *Átl'ka7tsem/Howe Sound Community Forum*

THAT a letter be written to Átl'ka7tsem/Howe Sound Community Forum to state the SCRDs intention to continue to collaborate and participate in the Howe Sound Regional Biosphere Initiative and Forum.

CARRIED

Finance

It was moved and seconded

100/23

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

Recommendation No. 1 *2022 Audit Findings Report and Statement of Financial Information – MNP LLP*

THAT the presentation titled SCRD – 2022 Statement of Financial Information and report titled Sunshine Coast Regional District (SCRD) 2022 Audit Findings Report and Statement of Financial Information, and the following documents be received for information;

- 2022 Audit Findings – Report to the Board of Directors;
- Draft Independent Auditor's Report - SCRD;
- Draft Independent Auditor's Report – Foreshore Leases (Hillside);
- Audit Management Letter from MNP LLP;
- 2022 Statement of Financial Information (including the SCRD 2022 Draft Audited Financial Statements Year Ended December 31, 2022);

AND THAT the 2022 Draft Audited Financial Statements and Statement of Financial Information for Year Ended December 31, 2022 be approved as presented.

100/23 cont.

Recommendation No. 2 *Community Benefits and Amenities Contribution Funds*

THAT the report titled Community Benefits and Amenities Contribution Funds be received for information;

AND THAT the 2019 and 2020 contributions from Box Canyon Hydro (\$20,000) be moved from General Government Operating Reserves to the appropriated surplus designated from amenity contributions.

Recommendation No. 3 *Reserves and Holding Funds*

THAT the report titled Status of Reserves and Holding Funds as at March 31, 2023 be received for information.

Recommendation No. 4 *Canada Community Building 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

101/23

THAT Committee of the Whole recommendation Nos. 8-10 of April 27, 2023 be received, adopted and acted upon as follows:

Recommendation No. 8 *Square Bay Wastewater Collection System Upgrade Planning Study – Approval of Infrastructure Planning Grant*

THAT the report titled Square Bay Wastewater Collection System Upgrade Planning Study – Approval of Infrastructure Planning Grant be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) accept the Infrastructure Planning Grant Program (IPGP) grant for the Square Bay Wastewater Collection System Upgrade Planning Study project for \$10,000;

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 Square Bay Wastewater Collection System Upgrade Planning project be included in the [387] Square Bay Wastewater Service Area 2023 Budget in the amount of \$15,000;

AND THAT the project be funded from the IPGP grant funding of \$10,000, and \$5,000 from operating reserves;

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

101/23 cont.

Recommendation No. 9 *Reconstruction Aquatic Centre Fire Sprinkler System Award (Request for Proposal 2361301)*

THAT the report titled Reconstruction Aquatic Centre Fire Sprinkler System Award (Request for Proposal 2361301) be received for information;

AND THAT a contract for reconstruction of the fire sprinkler system at Sechelt Aquatic Centre be awarded to Community Fire Prevention A Division of Onyx-Fire for a value not to exceed \$727,800 (before GST);

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

Recommendation No. 10 *Community Resiliency Investment Program – Approval of 2023 FireSmart Community Funding and Supports Grant*

THAT the report titled Community Resiliency Investment Program – 2023 FireSmart Community Funding and Supports Grant Application be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) accepts the Community Resiliency Investment Program grant for 2023 FireSmart Community Funding and Supports valued at \$746,345 and the SCRD will provide overall grant management;

AND THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions;

AND THAT the 2023 FireSmart Community Funding and Support project, including up to 4.5 full-time equivalent staff (temporary grant funded) positions, be incorporated into the Sunshine Coast Emergency Planning function [222];

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

CARRIED

Notice on Title

It was moved and seconded

102/23

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 38, Block A, District Lot 1017, Plan VAP10306, PID 009-415-025, Folio 746.01695.000.

CARRIED

Notice on Title It was moved and seconded

103/23 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, Block 1, District Lot 902, Plan VAP4919, PID 008-301-671, Folio 746.01068.100.

CARRIED**AAP It was moved and seconded**

104/23 THAT the report titled Community Recreation Roof Renewal and Halfmoon Bay Fire Protection Rescue Apparatus Replacement Alternative Approval Process be received for information;

AND THAT an Alternative Approval Process be conducted with respect to the elector approval required for Loan Authorization Bylaw Nos. 741 and 742 and participating area approval be obtained for their entire proposed service areas as follows:

- a. the total number of eligible electors to which the Alternative Approval Process applies is determined to be:
 - i. 24,086 within the Community Recreation Facilities service area for which a 10% threshold = 2,408 (Bylaw No. 741)
 - ii. 2,349 within the Halfmoon Bay Fire Protection service area (a portion of Electoral Area B) for which a 10% threshold = 234 (Bylaw No. 742)

AND THAT with respect to Bylaw Nos. 741 and 742, the Elector Response Forms be established and approved as presented;

AND THAT the deadline for receiving elector responses be July 17, 2023 at 4:30 pm, following the 30-day statutory elector response period;

AND THAT Notice for each bylaw be published in accordance with section 86(2) of the *Community Charter* in the Coast Reporter newspaper as well as additional notice provided via the SCRD website;

AND FURTHER THAT elector response forms may be accepted in any one of the following ways:

- a. Delivered in person at the SCRD Administration Office at 1975 Field Road, Sechelt, BC during regular office hours (Monday to Friday, 8:30 am to 4:30 pm, excluding statutory holidays) or after hours if deposited into the overnight mail drop slot in the entrance on the east side of the SCRD Administration Office building
- b. By mail to Sunshine Coast Regional District, 1975 Field Road, Sechelt, BC V7Z 0A8

- 104/23 cont. c. By emailing a legible scanned copy to: legislative@scrd.ca with the subject heading: Elector Response Form.

Director Henderson opposed

CARRIED

CAO Report **It was moved and seconded**

- 105/23 THAT the April 27, 2023 verbal report from the Office of the CAO be received for information.

CARRIED

MOTIONS

The Board recessed at 3:15 p.m. and reconvened at 3:29 p.m.

Motion for which notice has been given as amended:

Chapman System
Water Supply

It was moved and seconded

- 106/23 *THAT staff provide public updates to the Board regarding water supply and conservation on a monthly basis and consider each point in the notice of motion to the Board of April 27, 2023, as follows:*

- Not later than May 15, 2023, an updated report on Chapman System Water Supply Scenarios providing additional information and detailing the projections for water supply for 2023 based on at least the following scenarios:
 - Weather conditions similar to 2021;
 - Weather conditions similar to 2022;
 - Accounting for the Church Road being available on July 1 and operating at 3,000m³/day;
 - Assuming no saving in water use from the installation of water meters in Sechelt (on the basis that the bulk of the meters will not be installed until sometime in 2024 or later);
 - And that staff explicitly outline their contingency plans in the event that the Chapman / Edwards Lake water supply is exhausted;
- The report detail to include, for 2021 and 2022:
 - A time chart showing the potable and EFN water use per day;

106/23 cont.

- A chart showing the dates of different water restriction Stages and the State of Emergency, both as they happened previously and then again with the addition of Church Road;
- Per the Water Sourcing Policy, a list of which water sources were enacted at which stage, and how much they supplied (average m³/day for the period), as they happened and then again assuming the addition of Church Road well at 3,000m³;
- Per the Water Sourcing Policy, how much additional water – over and above the 3,000m³/day of Church Rd, would have been needed to stay within Stage 2 for the 2021 and 2022 seasons.

Director Toth opposed

CARRIED

Motion for which notice has been given as amended:

Water Demand
Analysis

It was moved and seconded

107/23

THAT the SCRD Board directs staff to complete and present the following reports:

As part of the 2023 workplan, the staff produce and provide a comprehensive report to the Board updating the 2018 Water Demand Analysis, to incorporate the data of the last five years, and specifically the consequences from the drought period extending to mid December as experienced in 2022. This report to include updated Water Supply Deficit amounts along with:

- a. the size that would be needed for a Raw Water Reservoir to close the projected deficit for 2025, 2035 and 2050;
- b. the amount of groundwater (in m³/day) that would be needed to close the Water Supply Deficit in those same years in the absence of a Raw Water Reservoir.

Directors Backs and McMahon opposed

CARRIED

DIRECTORS REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 4:22 p.m.

IN CAMERA

It was moved and seconded

108/23

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”;

AND THAT Christine Alexander, Alternate Director for Area A, be authorized to attend the April 27, 2023 In Camera Board meeting.

CARRIED

The Board recessed at 4:22 p.m. and reconvened at 4:28 p.m.

The Board moved out of In Camera at 4:31 p.m.

ADJOURNMENT

109/23

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:31 p.m.

Certified correct

Corporate Officer

Confirmed this _____ day of _____

Chair