



## SUNSHINE COAST REGIONAL DISTRICT

April 25, 2024

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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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**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 (in part)
	District of Sechelt	A. Toth (in part)
	Town of Gibsons	S. White (in part)
	shíshálh Nation Government District	P. Paul

**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, Community Services	S. Gagnon
Chief Building Official	B. Kennett
Manager, Capital Projects	J. Waldorf
Manager, Capital Projects	S. Misiurak
Manager, Facility Services	A. van Velzen
Deputy Corporate Officer / Recorder	K. Wiebe
Media	1
Public	4

*\*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**      1:05 p.m.

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

108/24                  THAT the amended agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

Minutes

**It was moved and seconded**

109/24

THAT the Regular Board meeting minutes of March 28, 2024 be adopted as presented.

**CARRIED****PRESENTATIONS AND DELEGATIONS**

*Miyuki Shinkai and Ed Erickson, Sunshine Coast Labour Council, and Sussanne Skidmore, President, BC Federation of Labour, addressed the Board regarding the annual day of remembrance for workers killed and injured on the job.*

**REPORTS**

COW

**It was moved and seconded**

110/24

THAT Committee of the Whole recommendation Nos. 1 - 3 and 5 - 9 of March 28, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *handyDART Services Review*

THAT the presentation from Rob Ringma, Senior Manager, BC Transit titled Sunshine Coast handyDART Services Review Final Report – Summary be received for information.

**Recommendation No. 2**     *handyDART (Custom Transit) Review 2024*

THAT the report titled handyDART (Custom Transit) Review 2024 be received for information;

AND THAT the 2024 handyDART Service Review report be approved as a planning tool for future handyDART service improvements, expansions and infrastructure priorities;

AND FURTHER THAT contingent upon the execution of the Final 2024/25 Annual Operating Agreement with BC Transit, that the 2024/25 handyDART service expansion 550 hours of additional service hours be applied to the following priorities:

- a. Extending weekday service by one hour to 5:30 p.m.
- b. Adding Sunday and holiday service, aligned to existing Saturday service hours.

**Recommendation No. 3**     *Procurement Policy Update*

THAT *the report titled Procurement Policy Update* be received for information;

110/24 cont.

AND THAT the updated Procurement Policy be approved as presented.

**Recommendation No. 5**     *Budget Project Status Report*

THAT the report titled Budget Project Status Report - March 2024 be received for information.

**Recommendation No. 6**     *Grants Status Update*

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

**Recommendation No. 7**     *Provincial Response to 2023 Resolutions*

THAT the correspondence from Councillor Trish Mandewo, Union of British Columbia Municipalities (UBCM) President regarding the Provincial Response to 2023 Resolutions be received for information.

**Recommendation No. 8**     *Sunshine Coast Farmers Institute – Requests*

THAT the correspondence from Julie Carrillo of Heart and Sol Coastal Farm, on behalf of the Board Members of The Sunshine Coast Farmers Institute, requesting a reconsideration of the 2024 expiration of the temporary exemption for farmers from the Stage 4 water restrictions be received for information.

**Recommendation No. 9**     *Notice of Motion – The Sunshine Coast Farmers Institute*

THAT the following Notices of Motions regarding The Sunshine Coast Farmers Institute be received and placed on the next Board agenda for debate and consideration:

1) Policy Development to Support Commercial Food-Growing Farms

WHEREAS local food production contributes to our local economy and is critical to the Sunshine Coast region's resilience in the face of global instability and climate change;

AND WHEREAS the agricultural landscape of the Sunshine Coast is unique, and reliable data and information is needed in order to develop fair and effective policies;

AND WHEREAS the SCRD has an Agricultural Amenities Fund in the amount of approximately \$86,000:

THEREFORE BE IT RESOLVED that staff work in collaboration with the Farmers Institute to develop a budget proposal for 2025 funded by the Agricultural Amenities Fund that would develop water use and OCP-related policy to support commercial food-growing farms in the Sunshine Coast Regional District.

110/24 cont. 2) Extension of Stage 4 Exemptions for Commercial Food-Growing Farms

WHEREAS a two-year (2023 & 2024) exemption from Stage 4 restrictions for commercial food-growing farms was granted in 2023 in order to offer temporary relief while a more permanent solution for commercial farm water use was developed;

AND WHEREAS a more permanent solution has yet to be developed;

THEREFORE BE IT RESOLVED that the current Stage 4 exemptions for commercial food-growing farms be extended to 2028, or until agricultural water and land use policies are developed and adopted.

**CARRIED**

COW **It was moved and seconded**

111/24 THAT Committee of the Whole recommendation No. 4 of March 28, 2024, as follows, be referred to a future Committee of the Whole meeting:

**Recommendation No. 4** *Sunshine Coast Regional District Water Strategy*

The Committee of the Whole recommended that the presentation and report titled Sunshine Coast Regional District Water Strategy be received for information;

AND THAT the Sunshine Coast Regional District Water Strategy be adopted as presented.

**CARRIED**

EAS **It was moved and seconded**

112/24 THAT the Electoral recommendation Nos. 1 - 9 of April 18, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Appointment of Vice-Chair for April 18, 2024 EAS Meeting*

THAT Electoral Area F Director Stamford be appointed as the Vice-Chair for the April 18, 2024 Electoral Area Services Committee meeting.

**Recommendation No. 2** *Participation of District of Sechelt Director at April 18, 2024 EAS Meeting*

THAT District of Sechelt Director Toth be permitted to participate in the April 18, 2024 Electoral Area Services Committee meeting.

112/24 cont.

**Recommendation No. 3**     *Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request*

THAT the report titled Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request be received for information;

AND THAT an application requesting an extension to the Small-Scale Multi Unit Housing legislation compliance deadline from June 30, 2024, to June 30, 2026 be submitted to the Ministry of Housing;

AND FURTHER THAT the staff report titled Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request be provided to Advisory Planning Commissions as capacity-building information in advance of anticipated work on Official Community Plan renewal.

**Recommendation No. 4**     *Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123*

THAT the report titled Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 be received for information;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9 and 337.123* be forwarded to the Board for Second Reading;

AND THAT a Public Hearing to consider *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9 and 337.123* be scheduled;

AND THAT the Public Hearing be conducted as a hybrid meeting allowing the public to attend in-person or virtually;

AND FURTHER THAT Director Stamford be delegated as the Chair and Director Gabias be delegated as the Alternate Chair to conduct the Public Hearing.

**Recommendation No. 5**     *Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) – Consideration of Adoption*

THAT the report titled Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) – Consideration of Adoption be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.6* be forwarded to the Board for consideration of adoption.

**Recommendation No. 6**     *Frontage Waiver FRW00020 (1197 Hawthorn Road)*

THAT the report titled Frontage Waiver FRW00020 (1197 Hawthorn Road) – Electoral Area D be received for information;

112/24 cont.

AND THAT the requirement for a minimum 10% of the lot perimeter to front on the highway for proposed Lot B be waived.

**Recommendation No. 7**    *Halfmoon Bay (Electoral Area B) Advisory Planning Commission Minutes of March 26, 2024*

THAT the Halfmoon Bay (Electoral Area B) Advisory Planning Commission Minutes of March 26, 2024 be received for information.

**Recommendation No. 8**    *Roberts Creek (Electoral Area D) Advisory Planning Commission Minutes of March 18, 2024*

THAT the Roberts Creek (Electoral Area D) Advisory Planning Commission Minutes of March 18, 2024 be received for information.

**Recommendation No. 9**    *Elphinstone (Electoral Area E) Advisory Planning Commission Minutes of March 26, 2024*

THAT the Elphinstone (Electoral Area E) Advisory Planning Commission Minutes of March 26, 2024 be received for information.

**CARRIED**

FIN

**It was moved and seconded**

113/24

THAT Finance Committee recommendation Nos. 1 - 3 of April 18, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1**    *2023 Audit Findings Report and Statement of Financial Information – MNP LLP*

THAT the presentation titled Sunshine Coast Regional District Presentation to the Finance Committee from MNP LLP, the Sunshine Coast Regional District presentation titled 2023 Financial Statements and Audit Findings and the report titled Sunshine Coast Regional District (SCRD) 2023 Audit Findings Report and Statement of Financial Information, and the following documents be received for information;

- 2023 Audit Findings – Report to the Board of Directors;
- 2023 Draft Independent Auditor's Report - SCRD;
- 2023 Draft Independent Auditor's Report – Foreshore Leases (Hillside);
- Audit Management Letter from MNP LLP;
- 2023 Statement of Financial Information (including the SCRD 2023 Draft Audited Financial Statements Year Ended December 31, 2023);

AND THAT the 2023 Draft Audited Financial Statements and Statement of Financial Information for Year Ended December 31, 2023 be approved as presented.

113/24 cont.

**Recommendation No. 2**    *Reserves and Holding Funds*

THAT the report titled Status of Reserves and Holding Funds as at March 31, 2024 be received for information.

**Recommendation No. 3**    *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**

114/24

THAT Committee of the Whole recommendation No. 4 of April 25, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 5**    *Gibsons Area Community Center (GACC) Enhancements – Seating Project*

THAT report titled Gibsons Area Community Center (GACC) Enhancements – Seating Project be received for information;

AND THAT the delegated authorities be authorized to enter into a Construction Agreement with the Sunshine Coast Junior Hockey Society (the “Society”) for the GACC enhancement project for new bucket and drink rail seating, at a maximum project value of \$90,000, subject to all costs for the enhancements being the sole responsibility of the Society, and contingent upon the Society providing evidence of having the financial and resource capacity to complete the projects through a letter of credit;

AND THAT the delegated authorities be authorized to enter into an agreement with the issuer of the letter of credit and the Society, outlining the terms and conditions, and when the letter of credit would be discharged;

AND FURTHER THAT the delegated authorities be authorized to enter into agreement(s) with individual donors for up to a total maximum value of the project (\$90,000) for the purposes of issuing tax receipts upon acceptance of the completed project and assets.

**CARRIED**

Bylaw Exemption

**It was moved and seconded**

115/24

THAT the report titled Request from Exemption from SCRD Noise Control Bylaw No. 597 for Alberg Productions Inc. be received for information;

115/24 cont. AND THAT enforcement against Alberg Productions Inc. under *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* be waived according to the following schedule in order for Alberg Productions Inc. to perform filming and activities related to film production in Roberts Creek (Electoral Area D):

- From 11:00 p.m. on Thursday April 25, 2024 to 4:00 a.m. on Friday April 26, 2024 at Cliff Gilker Park;

- From 11:00 p.m. on Thursday May 9, 2024 to 12:00 a.m. on Friday May 10, 2024 at 879 Agnes Road.

AND FURTHER THAT Alberg Productions Inc. be requested to attempt to minimize disturbances and that appropriate notice be provided to area residents.

**CARRIED**

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

116/24 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 9, Block 7 District Lot 687, Plan VAP2075, PID 008-245-061, Folio 746.00264.000.

**CARRIED**

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

117/24 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, District Lot 4552, Plan VAP13302, PID 008-681-325, Folio 746.06467.101.

**CARRIED**

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

118/24 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 B, Block B, District Lot 694, Plan VAP12290, PID 006-765-823, Folio 746.00587.010.

**CARRIED**



**Contract Award                    It was moved and seconded**

119/24                    THAT the report titled RFP 2461301 Engineered Air Roof Top Unit Replacement - Contract Award be received for information;

AND THAT a contract to provide Engineered Air Roof Top Unit Replacement be awarded to Fortius Mechanical Ltd. in the amount of up to \$158,300 (excluding GST);

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

**CARRIED**

**Contract Award                    It was moved and seconded**

120/24                    THAT the report titled Contract Award for Brass Water Service Fittings be received for information;

AND THAT a contract for the Supply and Delivery of Brass Water Service Fittings be awarded to Flocor Inc. in the amount up to \$417,705 (plus GST);

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

**CARRIED**

**Church Road                    It was moved and seconded**

121/24                    THAT the report titled Church Road Phase 4B Construction Management Services Contract Amendment (2237001) be received for information;

AND THAT the contract with Associated Environmental Consultants Inc. be increased by an additional \$75,000 for a total contract value not to exceed \$1,595,000 (excluding GST);

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

**CARRIED**

*Director White left the meeting at 1:52 p.m. and returned at 1:54 p.m.*

**Chapman Creek                    It was moved and seconded**

122/24                    THAT the report titled Exposed Watermain Rehabilitation Chapman Creek Crossing Update be received for information;

AND THAT contract 2337009 with Jewel Holdings Ltd. be amended to include exposed watermain rehabilitation of an additional two Chapman Creek crossings;

- 122/24 cont.                    AND THAT the contract with Jewel Holdings Ltd. for exposed watermain rehabilitation be increased by an additional \$414,050 for a total contract value not to exceed \$557,050 (plus GST);
- AND THAT the Exposed Watermain Rehabilitation Budget be increased by \$74,469 to be funded from [370] Regional Operating Reserves;
- AND FURTHER THAT the delegated authorities be authorized to execute the contract.

**CARRIED**

**MOTION FOR WHICH NOTICE HAS BEEN GIVEN**

*Director Gabias addressed the Board regarding food growing farms and exemptions from stage 4 water conservation regulations.*

**Food Growing Farms    It was moved and seconded**

- 123/24                    THAT the correspondence from Director Gabias, Electoral Area B regarding policy development to support commercial food-growing farms and extension of stage 4 exemptions for commercial food-growing farms be received;
- AND THAT staff work in collaboration with the Farmers Institute to develop a budget proposal for 2025 funded by the Agricultural Amenities Fund that would develop water use and OCP-related policy to support commercial food-growing farms in the Sunshine Coast Regional District.

**CARRIED**

**Stage 4 Exemption        It was moved and seconded**

- 124/24                    THAT that the motion regarding current Stage 4 exemptions for commercial food-growing farms be referred to a future Committee of the Whole meeting before the end of Quarter 2 2024, as follows:

*WHEREAS a two-year (2023 & 2024) exemption from Stage 4 restrictions for commercial food-growing farms was granted in 2023 in order to offer temporary relief while a more permanent solution for commercial farm water use was developed;*

*AND WHEREAS a more permanent solution has yet to be developed;*

*THEREFORE BE IT RESOLVED that the current Stage 4 exemptions for commercial food-growing farms be extended to 2028, or until agricultural water and land use policies are developed and adopted.*

124/24 cont. AND THAT staff are directed to gather information consisting of a high-level overview of farm level water use from 2023 during which time farmers were operating under an exemption.

**CARRIED**

*Directors Inkster and Gabias opposed.*

## **MOTIONS**

Conference **It was moved and seconded**

125/24 THAT Director McMahon be authorized to attend Keeping it Rural conference in Kelowna scheduled for May 21 – 23, 2024;

AND THAT expenses be paid for Director McMahon's attendance at the Keeping it Rural conference in Kelowna.

**CARRIED**

*Director White left the meeting at 2:19 p.m.*

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:33 p.m.*

**IN CAMERA** **It was moved and seconded**

126/24 THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (d), and (k) of the *Community Charter* "personal information about an identifiable individual who holds or is being considered for a position...", "the security of the property of the municipality;", and "negotiations and related discussions respecting the proposed provision of a municipal service..."

**CARRIED**

*The Board moved out of In Camera at 3:31 p.m.*

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

Emergency  
Preparedness **It was moved and seconded**

127/24 THAT the Sunshine Coast Regional District (SCRD) accepts the Community Emergency Preparedness grant for Emergency Operations Centre Equipment and Training valued at \$28,095;

AND THAT the delegated authorities be authorized to execute the Approval Agreement and accept the terms and conditions;

127/24 cont.                    AND FURTHER THAT the 2024-2028 Financial Plan be amended for the Sunshine Coast Emergency Planning function.

**CARRIED**

APC Appointments        **It was moved and seconded**

128/24                    THAT Jon McMorran be appointed to the Area F Advisory Planning Commission (APC) for the remainder of the two year term;

AND THAT Vivienne McRoberts-Sosnowski be appointed to the Area F Advisory Planning Commission (APC) for a one-year term.

**CARRIED**

**ADJOURNMENT**        **It was moved and seconded**

129/24                    THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:31 p.m.

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

Corporate Officer

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

\_\_\_\_\_

Chair