



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY JULY 11, 2024

AGENDA

CALL TO ORDER 1:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of June 27, 2024

Annex A
Pages 3 - 11

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole meeting recommendation Nos. 1 – 3 of June 27, 2024
4. Board Policy Review Committee meeting recommendation Nos. 1 – 10 of July 4, 2024
5. Online Business Systems Contract Amendments Microsoft Phone System – Manager, Information Services

Annex B
pp 12 - 14

Annex C
pp 15 - 17

Annex D
pp 18- 19

COMMUNICATIONS

MOTIONS

BYLAWS

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

JUNE 27, 2024

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 D. Inkster A. Toth S. White
ALSO PRESENT:	A / Chief Administrative Officer Corporate Officer GM, Planning and Community Development Manager, Information Services A/ GM, Community Services Chief Building Official Manager, Capital Projects Deputy Corporate Officer / Recorder Media Public		T. Perreault S. Reid I. Hall D. Nelson J. Huntington (in part) B. Kennett (in part) B. Shoji (in part) K. Wiebe 1 2

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

CALL TO ORDER 1:07 p.m.

AGENDA **It was moved and seconded**

188/24 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes

It was moved and seconded

189/24

THAT the Regular Board meeting minutes of June 13, 2024 be adopted as presented.

CARRIED

REPORTS

COW

It was moved and seconded

190/24

THAT Committee of the Whole recommendation Nos. 1 – 9 of June 13, 2024 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 *Implications of Extending Exemption to Stage 4 Water Conservation Regulations for Commercial Food-growing Farms*

THAT the report titled Implications of Extending Exemption to Stage 4 Water Conservation Regulations for Commercial Food-growing Farms be received for information.

Recommendation No. 3 *Policy Development to Support Food-Growing Farms*

THAT the Notice of Motion regarding policy development to support commercial food-growing farms be received for information;

AND WHEREAS a two-year (2023 and 2024) exemption from Stage 4 Water 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 Water Restriction exemptions for commercial food-growing farms be extended to 2028, or until agricultural water and land use policies are developed and adopted.

Recommendation No. 4 *Sechelt Landfill Licence of Occupation Replacement*

THAT the report titled Sechelt Landfill Licence of Occupation Replacement be received for information;

190/24 cont.

AND THAT the Sunshine Coast Regional District replace Licence of Occupation (Licence No. 241380) through the Province of British Columbia with a new ten-year Licence of Occupation (Licence No. 244831) for the Sechelt Landfill;

AND FURTHER THAT the delegated authorities be authorized to sign the replacement tenure documents.

Recommendation No. 5 *Request for Proposal 2461305 Heat Pump Replacement – Contract Award*

THAT the report titled RFP 2461305 Heat Pump Replacement – Contract Award be received for information;

AND THAT the project budget be increased from \$188,500 to \$250,000 with the additional \$61,500 to be funded through Local Government Climate Action Program (LGCAP) funds;

AND THAT the 2024 – 2028 Financial Plan be amended accordingly;

AND THAT a contract to provide Heat Pump Replacement be awarded to Fortius Mechanical Ltd. in the amount of up to \$250,000 (excluding GST);

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

Recommendation No. 6 *Gibsons and District Fire Protection Commission Minutes of May 2, 2024*

THAT the Gibsons and District Fire Protection Commission meeting minutes of May 2, 2024 be received for information.

Recommendation No. 7 *Solid Waste Public Technical Advisory Committee (PTAC) Minutes of April 17, 2024*

THAT the Solid Waste Public Technical Advisory Committee (PTAC) meeting minutes of April 17, 2024, be received for information.

Recommendation No. 8 *Correspondence Regarding Request for Area E Smoke Control Bylaw*

THAT the correspondence from Rod Moorcroft, Elphinstone Community Association, dated May 21, 2024, regarding request for Area E Smoke Control Bylaw be received for information.

190/24 cont. **Recommendation No. 9** *Growth Management*

THAT the May 16, 2019, Infrastructure Services Committee staff report titled Managing Growth to Address Water Supply Deficit be brought forward to the next appropriate Committee of the Whole meeting for information.

CARRIED

EAS **It was moved and seconded**

191/24 THAT Electoral Area Services Committee meeting recommendation Nos. 1 – 6 of June 20, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Development Permit DP000310 for 1020 Keith Road (Fortis BC)*

THAT the report titled Development Permit DP000310 for 1020 Keith Road (Fortis BC) – Electoral Area E be received for information;

AND THAT Development Permit DP000310 for 1020 Keith Road (Fortis BC) be referred to the June 25, 2024 Electoral Area E Advisory Planning Commission meeting.

Recommendation No. 2 *Development Variance Permit DVP00099 (7531 Cove Beach Road)*

THAT the report titled Development Variance Permit DVP00099 (7531 Cove Beach Road) - Electoral Area B be received for information;

AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) be referred to the Electoral Area B Advisory Planning Commission.

Recommendation No. 3 *Agricultural Land Commission Application ALR00026 (437 Hough Road)*

THAT the report titled Agricultural Land Commission Application ALR00026 (437 Hough Road) be received for information;

AND THAT Agricultural Land Commission Application ALR00026 be referred to the Electoral Area E Advisory Planning Commission.

Recommendation No. 4 *SCRD Agreement with Sunshine Coast Community Forest for Stewardship and Maintenance of Big Tree Recreation Site*

THAT the report titled SCR D Agreement with Sunshine Coast Community Forest for Stewardship and Maintenance of Big Tree Recreation Site be received for information;

191/24 cont. AND THAT the delegated authorities be authorized to enter into an Agreement with the Sunshine Coast Community Forest for a three-year term, to support the stewardship and maintenance of Big Tree Recreation Site.

Recommendation No. 5 West Howe Sound (Electoral Area F) Advisory Planning Commission Minutes of May 28, 2024

THAT the West Howe Sound (Electoral Area F) Advisory Planning Commission Minutes of May 28, 2024 be received for information.

Recommendation No. 6 2024 Electoral Areas' Grant-in-Aid Debrief

THAT the report titled 2024 Electoral Areas' Grant-in-Aid Debrief be received for information.

CARRIED

2024 LGDAP **It was moved and seconded**

192/24 THAT the report titled 2024 Local Government Development Approvals Program Grant Approval – Development Approval Process Enhancements Project be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) accepts the 2024 Local Government Development Approvals Program grant for the Development Approval Process Enhancements project valued at \$150,000;

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

AND THAT the Development Approvals Process Enhancement Project be included in the 2024 budget for the Rural Planning Service [504];

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

CARRIED

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

193/24 THAT the report titled Placement of Notice on Title be received for information.

CARRIED

Notice on Title It was moved and seconded

194/24 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 District Lot 4444, PID 015-852-792, Folio 746.06434.000.

CARRIED

Notice on Title It was moved and seconded

195/24 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 District Lot 3988, Except Plans 12095, 14653, 15401, 15813, 16650, 17325, EPP39153 and EPP39184, PID 015-865-789, Folio 746.06208.001.

CARRIED

Contract Award It was moved and seconded

196/24 THAT the report titled 2437010 Woodcreek Park Wastewater Treatment Plant Recirculating Filter Contract Award be received for information;

AND THAT a contract be awarded to Orenco Systems Inc. for the purchase of the wastewater treatment plant recirculating filter system and associated transportation costs in the amount of up to \$240,000 (plus GST);

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

CARRIED

Award Report It was moved and seconded

197/24 THAT the report titled Award Report – Five Year Managed Print Services Contract be received;

AND THAT the SCR D enter into a five-year contract with Xerox Canada, West X Business Solutions for a total contract value of \$228,000 (excluding GST);

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

CARRIED

COMMUNICATIONS

SC Tourism **It was moved and seconded**

198/24 THAT the letter from Annie Wise, Executive Director, Sunshine Coast Tourism dated June 18, 2024 be received for information;

AND THAT staff prepare a letter confirming Sunshine Coast Tourism as the lead provider of visitor services in Pender Harbour.

CARRIED

BYLAWS

Bylaw 405.26 **It was moved and seconded**

199/24 THAT the report titled Sunshine Coast Regional District Sanitary Landfill Site Bylaw No. 405 Green Waste Amendments be received for information;

AND THAT Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.26, 2024 be considered for readings and adoption.

CARRIED

Bylaw 405.26 **It was moved and seconded**

200/24 THAT *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.26, 2024* be given three readings.

CARRIED

Bylaw 405.26 **It was moved and seconded**

201/24 THAT *Sunshine Coast Regional District Sanitary Landfill Site Amendment Bylaw No. 405.26, 2024* be adopted.

CARRIED

DIRECTORS REPORTS

The Directors each provided verbal updates on their activities.

IN CAMERA

It was moved and seconded

202/24

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, and “the receipt of advice that is subject to solicitor-client privilege...”, “negotiations and related discussions respecting the proposed provision of a municipal service”

CARRIED

The Board moved In Camera at 1:58 p.m.

The Board moved out of In Camera at 2:09 p.m.

RELEASE OF ITEMS FROM IN CAMERA

High Water Users

It was moved and seconded

203/24

THAT the Chapman and South Pender Harbour Water System High Water User tables be referred to the next appropriate open Committee of the Whole meeting with the classification of users described by business category or street name only, for the purpose of future policy development.

CARRIED

Archeology

It was moved and seconded

204/24

THAT approval for awarding contracted work for 2024 archaeological assessments be given directly to shíshálh Nation and Skwxwú7mesh Nation or their selected contractor (IN-SITU), in accordance with the principals for a measured exemption for 2024;

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

AND FURTHER THAT a Board Policy regarding archeological assessments be developed and presented in Q4 for consideration.

CARRIED

ADJOURNMENT

It was moved and seconded

205/24

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:09 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

**SUNSHINE COAST REGIONAL DISTRICT
COMMITTEE OF THE WHOLE**

June 27, 2024

RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Town of Gibsons	S. White
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt	L. Lee J. Gabias K. Backs D. McMahon K. Stamford A. Toth D. Inkster
ALSO PRESENT:	Acting Chief Administrative Officer		T. Perreault
	Corporate Officer		S. Reid
	Acting GM, Community Services		J. Huntington (part)
	Manager, Transit and Fleet		A. Kidwai (part)
	Manager, Solid Waste Services		M. Sole (part)
	Manager, Asset Management		K. Doyle (part)
	Deputy Corporate Officer / Recorder		K. Wiebe
	Media		1
	Public		1

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

Chair White requested that Director Backs assume the Chair for the meeting; Director Backs assumed the Chair.

CALL TO ORDER 9:32 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Rob Ringma, Senior Manager, BC Transit addressed the Committee regarding the Transit Improvement Program (TIP) and, subsequently, he and SCRD Manager of Transit and Fleet, Ahmad Kidwai took questions from the Board.

REPORTS**Recommendation No. 1** *Transit Improvement Program (TIP) – 2025/26-2027/28 Priorities*

The Committee of the Whole recommended that the report titled Transit Improvement Program (TIP) – 2025/26-2027/28 Priorities be received for information.

AND THAT the 2025/26 Memorandum of Understanding for the Transit Improvement Program be prepared to include the following service expansions:

2025/26:

- Route 90: Increase frequency to 30 minutes from 6am to 6pm weekdays.
- Additional handyDART hours of operation
- Addition of a light duty handyDART bus and the associated hours to increase ridership capacity at peak times
- Consideration of adjustments to weekend services hours to meet peak demand

2026/27:

- Route 90: Increase frequency to 30 minutes for the entire service span on weekdays.
- Route 2: Increase frequency to 60 minutes Monday to Saturday and 30 minutes at peak times.
- Additional handyDART hours of operation and service span on weekends.
- Consideration of adjustments to weekend services hours to meet peak demand

2027/28:

- Modifications and realignment of Route 1 coupled with the introduction for a new Route 5 (Gibsons connector).
- Additional handyDART hours of operation and service span on weekday evenings.

Director Inkster opposed

The Board recessed at 11:12 a.m. and reconvened at 11:20 a.m.

Recommendation No. 2 *Transit Improvement Program (TIP) – 2025/26-2027/28 Priorities*

The Committee of the Whole recommended that BC Transit and staff return in the fall of 2024 with the Memorandum of Understanding for expansion priorities for the Boards consideration including a report on both operational and financial impacts to the facilities.

Recommendation No. 3 *Provincial Engagement on Non-Residential Packaging and Paper Products*

The Committee of the Whole recommended that the report titled Provincial Engagement on Non-Residential Packaging and Paper Products be received for information;

AND THAT the Sunshine Coast Regional District Board send a letter to the Ministry of Environment and Climate Change Strategy in response to the engagement opportunity on Preventing Waste in British Columbia: Non-Residential Packaging and Paper Products;

AND THAT The Sunshine Coast Regional District communicate support for commercial collection of residential recycling for delivery to public depots;

AND FURTHER THAT the communication indicate concerns about the applicability of the regulations to rural and remote communities.

IN CAMERA

The Committee moved In-Camera at 11:41 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90(1) (e), and (k) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

The Committee moved out of In-Camera at 11:51 a.m.

ADJOURNMENT 11:51 a.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
BOARD POLICY REVIEW COMMITTEE**

July 4, 2024

RECOMMENDATIONS FROM THE BOARD POLICY REVIEW COMMITTEE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT:	Chair	Electoral Area E	K. Stamford
	Directors	Electoral Area B Electoral Area D Electoral Area F District of Sechelt	J. Gabias K. Backs D. McMahon A. Toth
ALSO PRESENT:	A / Chief Administrative Officer		T. Perreault
	Corporate Officer		S. Reid
	Executive Coordinator		C. Armitage
	Legislative Coordinator / Recorder		K. Wiebe
	Area A Alternate Director		C. Alexander
	Media		1
	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 9:31 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Board Policies for Review*

The Board Policy Review Committee recommended that the report titled Board Policies for Review be received for information.

AND THAT the Board policies be reviewed in accordance with the Committee's Terms of Reference;

AND FURTHER THAT the Committee review and classify seven additional Board policies that were previously misclassified as Operational policies.

Recommendation No. 2 *SCRD Park Naming*

The Board Policy Review Committee recommended that the Parks Naming Policy and the Recreation Facility Room Naming Policies be combined;

AND THAT the revision of this policy be added to the Service Plan in 2025.

Recommendation No. 3 *Reimbursement of Directors' Travel and Other Expenses*

The Board Policy Review Committee recommended that the Reimbursement of Directors' Travel and Other Expenses Policy be referred to staff to explore references to more active and alternative modes of transportation.

Recommendation No. 4 *Correspondence*

The Board Policy Review Committee recommended that the Correspondence Policy be referred back to staff for revision to refine the routing mechanism to Directors;

AND THAT this policy be brought to a future Committee of the Whole meeting before the end of Q4 2024.

Recommendation No. 5 *Director Email Management*

The Board Policy Review Committee recommended that the Director Email Management Policy be referred to staff for minor revision.

Recommendation No. 6 *Investment Policy*

The Board Policy Review Committee recommended that the Investment Policy be referred to staff for review and revision.

Recommendation No. 7 *Tangible Asset Policy*

The Board Policy Review Committee recommended that the Tangible Asset Policy be referred to staff for review and major revision.

Recommendation No. 8 *Fire Service Level Policies*

The Board Policy Review Committee recommended that the following policies be referred to staff for review and minor revision:

- 2016 Roberts Creek Fire Service Level Policy
- 2016 Halfmoon Bay Fire Service Level Policy
- 2016 Gibsons Fire Service Level Policy
- 2016 Egmont Fire Service Level Policy

Recommendation No. 9 *Telecommunication Facility Review Procedure*

The Board Policy Review Committee recommended that the Telecommunication Facility Review Procedure be held for repeal pending review by staff of other processes that may negate the need for the policy.

Recommendation No. 10 *Re-affirmed Policies*

The Board Policy Review Committee recommended that the following policies be re-affirmed:

- BRD-0340-50-001 - Policy and Procedure Framework
- BRD-0340-50-002 - Agenda Item Submission Deadline
- BRD-0340-50-006 - Petitions and Delegations
- BRD-0340-50-007 - Use and Insurance of Rental and Personal Vehicles
- BRD-0340-50-008 - Development Variance Permits
- BRD-0340-50-010 - Constituency Expenses
- BRD-0340-50-013 - Laying of Wreaths
- BRD-0340-50-015 - Waiving Fees and Charges
- BRD-0340-50-016 – Proclamations
- BRD-0340-50-020 - Support Service Allocation
- BRD-0340-50-021 - Financial Sustainability
- BRD-0340-50-022 - Water Extraction for the Purpose of Commercial Bottled Water Export
- BRD-0340-50-023 - Screening Officer Bylaw Notice
- BRD-0340-50-024 - Bylaw Enforcement Complaints
- BRD-0340-50-027 - Debt Management
- BRD-0340-50-029 - Asset Management Policy
- BRD-0340-50-031 - Community Amenity Contribution for Independent Power and Resource Projects
- BRD-0340-50-032 - Board Administration: Directors and Alternate Directors
- BRD-0340-50-033 - Procurement
- BRD-0340-50-034 - Electoral Areas' Grant-in-Aid
- BRD-0340-50-036 - Directors – Remuneration Review
- BRD-0340-50-037 - Financial Planning
- BRD-0340-50-039 - Code of Conduct.

ADJOURNMENT

11:04 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – July 11, 2024

AUTHOR: David Nelson - Manager, Information Services

SUBJECT: **ONLINE BUSINESS SYSTEMS CONTRACT AMENDMENTS MICROSOFT PHONE SYSTEM**

RECOMMENDATION(S)

- (1) **THAT the report titled Online Business Systems Contract Amendments Microsoft Phone System be received for information;**
 - (2) **AND THAT the Board approve an increase from the 2024 contract value of \$190,000 to a new maximum total of \$220,000 (excluding GST) to acquire Microsoft Phone System licenses.**
-

BACKGROUND

On February 8, 2024, the SCRD Board approved a one-year renewal with a value up to \$190,000 (excluding GST) as the 3rd year of a 3-year agreement with Online Business Systems for Microsoft 365 licenses. The renewal purchase included licensing of ongoing MS-Office-type software (Outlook email, Word, Excel, PowerPoint, Teams, etc) through March 2025. The licenses for a separate, approved 2024 project to convert to the Microsoft Phone system were not included, as the implementation plan and required licensing mix were not yet finalized.

The purpose of this report is to seek a contract amendment to acquire the Microsoft phone system licenses now through Online Business Systems.

DISCUSSION

In January 2022 the SCRD issued an RFQ requesting multi-year pricing from resellers of Microsoft 365 licensing, specifically a 3-year agreement with options for two additional one-year terms. No quoters were able to provide the requested 3-year-term pricing. Instead, agreements of one year at a time, paid in advance, are available.

Financial Implications

The one-year cost for the Microsoft phone system licensing is calculated at \$30,000 (before GST). No Financial Plan amendments are needed as the additional Microsoft phone system license costs were anticipated and incorporated into budgets.

STRATEGIC PLAN AND RELATED POLICIES

This request aligns with the SCRD procurement policies.

CONCLUSION

Staff seek approval for an additional \$30,000 (before GST) to a 1-year maximum agreement value of \$220,000 (before GST) through an awarded provider, Online Business Systems, to acquire licenses to implement the Microsoft phone system, an approved project. No Financial Plan amendments are required as the total costs are within existing budgets.

Reviewed by:			
Manager		CFO/Finance	X – A. Taylor
GM		Legislative	
A/CAO	X – T. Perreault	Purchasing	X – V. Cropp