



## SUNSHINE COAST REGIONAL DISTRICT

**JULY 11, 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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<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors District of Sechelt		A. Toth
	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
	Town of Gibsons		S. White
<b>ALSO PRESENT:</b>	A / Chief Administrative Officer / CFO		T. Perreault
	Corporate Officer		S. Reid
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	Manager, Information Services		D. Nelson (in part)
	Deputy Corporate Officer / Recorder		K. Wiebe
	Media		0
	Public		0

*\*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**      **1:06 p.m.**

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

206/24                  THAT the agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

207/24 THAT the Regular Board meeting minutes of June 27, 2024 be adopted as presented.

**CARRIED**

**REPORTS**

COW **It was moved and seconded**

208/24 THAT Committee of the Whole recommendation Nos. 1 – 3 of June 27, 2024 be received, adopted and acted upon as follows:

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

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

208/24 cont.

2027/28:

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

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

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*

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.

**CARRIED**

Board Policy Review **It was moved and seconded**

209/24

THAT Board Policy Review Committee meeting recommendation Nos. 1 – 10 of July 4, 2024 be received, adopted, and acted upon as follows:

**Recommendation No. 1** *Board Policies for Review*

THAT the report titled Board Policies for Review be received for information;

209/24 cont.

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*

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*

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*

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*

THAT the Director Email Management Policy be referred to staff for minor revision.

**Recommendation No. 6**    *Investment Policy*

THAT the Investment Policy be referred to staff for review and revision.

**Recommendation No. 7**    *Tangible Asset Policy*

THAT the Tangible Asset Policy be referred to staff for review and major revision.

209/24 cont.

**Recommendation No. 8** *Fire Service Level Policies*

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*

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*

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

- 209/24 cont.
- BRD-0340-50-037 - Financial Planning
  - BRD-0340-50-039 - Code of Conduct.

**CARRIED**

MS Phone                    **It was moved and seconded**

- 210/24                    THAT the report titled Online Business Systems Contract Amendments Microsoft Phone System be received for information;
- 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.

**CARRIED**

## **DIRECTORS REPORTS**

*The Directors provided verbal updates on their activities.*

**IN CAMERA                    It was moved and seconded**

- 211/24                    THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (k), and (m), and 90 (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “a matter that, under another enactment, is such that the public may be excluded from the meeting” and “the consideration of information received and held in confidence relating to negotiations ...”.

**CARRIED**

*The Board moved In Camera at 1:20 p.m.*

*The Board moved out of In Camera at 2:50 p.m.*

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

Housing Action                    **It was moved and seconded**

- 212/24                    THAT the SCRD contact the Housing Action Table Steering Committee to request local government representation on its committee;

212/24 cont.                    AND THAT the SCRD request that the Housing Action Table share its procedure for the ongoing election or appointment terms of its steering committee members.

**CARRIED**

Housing Action                **It was moved and seconded**

213/24                            THAT Director White be appointed as the SCRD liaison to the Housing Action Table Steering Committee.

**CARRIED**

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

214/24                            THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:50 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Chair