



## SUNSHINE COAST REGIONAL DISTRICT

**MAY 23, 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	Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt Town of Gibsons shíshálh Nation Government District	J. Gabias K. Backs D. McMahon K. Stamford D. Inkster A. Toth S. White P. Paul
<b>ALSO PRESENT:</b>	A / Chief Administrative Officer		T. Perreault
	Corporate Officer		S. Reid
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	GM, Community Services		S. Gagnon
	Manager, Asset Management		K. Doyle (in part)
	Chief Building Official		B. Kennett (in part)
	Deputy Corporate Officer / Recorder		K. Wiebe
	Media		1
	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**      **1:07 p.m.**

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

148/24                  THAT the agenda for the meeting be adopted, as amended, as follows:

- by striking the item for Director's Reports

**CARRIED**

**MINUTES**

Minutes

**It was moved and seconded**

149/24

THAT the Regular Board meeting minutes of May 9, 2024 be adopted as presented.

**CARRIED**

Minutes

**It was moved and seconded**

150/24

THAT the Special Board meeting minutes of May 16, 2024 be adopted as presented.

**REPORTS**

COW

**It was moved and seconded**

151/24

THAT Committee of the Whole recommendation Nos. 1 - 10 of May 9, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Water Supply Update*

THAT the verbal report titled Water Supply Update be received for information;

AND THAT staff bring forward a list of the top 25 high water users for the Chapman and South Pender Harbour Water Systems to the next appropriate in-camera meeting.

**Recommendation No. 2**     *Letter of Support: Connect the Coast Society Application to the Green Municipal Fund – Transportation Networks and Community Grant*

THAT the report titled Letter of Support: Connect the Coast Society Application to the Green Municipal Fund – Transportation Networks and Community Grant be received for information;

AND THAT a letter of support be sent confirming the SCRD's commitment to provide \$35,000 in matching funding should the Green Municipal Fund – Transportation Networks and Community Grant application be successful;

AND FURTHER THAT if the Green Municipal Fund – Transportation Networks and Community Grant application is successful, the delegated authorities be authorized to enter into an agreement with Connect the Coast Society for a financial contribution of \$35,000 matching funds.

151/24 cont.

**Recommendation No. 3**     *Sunshine Coast Regional District Fire Departments – Provincial Wildfire Deployment*

THAT the report titled Sunshine Coast Regional District Fire Departments – Provincial Wildfire Deployment be received for information;

AND THAT the SCRD Board provide authorization to continue to support the Province and other local communities to respond to requests for deployment to wildland urban interface fires where feasible;

AND FURTHER THAT going forward SCRD Protective Services prepare a post-season report to the Board on deployments.

**Recommendation No. 4**     *Letter of Support Request – Ocean Legacy Foundation and Let's Talk Trash*

THAT the report titled Letter of Support Request – Ocean Legacy Foundation and Let's Talk Trash be received for information;

AND THAT the Sunshine Coast Regional District provide a Letter of Support to the Ocean Legacy Foundation and Let's Talk Trash for the 2024 Clean Coast Clean Waters Provincial funding opportunity to conduct shoreline cleanup efforts in the region.

**Recommendation No. 5**     *2035001 Mattress Transportation Services Contract Extension*

THAT the report titled 2035001 Mattress Transportation Services Contract Extension be received for information;

AND THAT the contract with Pacific Coast Distribution Ltd. for mattress transportation services be extended to September 30, 2025;

AND THAT the contract with Pacific Coast Distribution Ltd. be increased by \$128,070 to \$335,070 (excluding GST);

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

**Recommendation No. 6**     *2035011 Mattress Recycling Contract Extension*

THAT the report titled 2035011 Mattress Recycling Contract Extension be received for information;

AND THAT the contract with Pacific Mattress Recycling Inc. for mattress recycling services from the Sechelt Landfill and Pender Harbour Transfer Station be extended for an additional one-year period to December 31, 2025;

151/24 cont. AND THAT the contract with Pacific Mattress Recycling Inc. be increased by \$68,740 to \$332,875 (not including GST);

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

**Recommendation No. 7**    *Regional Housing Coordinator Contract 2150002 Renewal*

THAT the report titled Regional Housing Coordinator Contract 2150002 Renewal be received for information;

AND THAT Regional Housing Coordinator Contract 2150002 be amended and increased from \$76,997.00 to a maximum value of \$158,614.00 (excluding GST);

AND FURTHER THAT the delegated signatories be authorized to execute the contract amendment.

**Recommendation No. 8**    *Infrastructure Services Department – 2024 Q1 Report*

THAT the report titled Infrastructure Services Department – 2024 Q1 Report be received for information.

**Recommendation No. 9**    *Planning and Development Department 2024 Q1 Year End Report*

THAT the report titled Planning and Development Department 2024 Q1 Year End Report be received for information.

**Recommendation No. 10**    *Community Services Department 2024 Q1 Report*

THAT the report titled Community Services Department 2024 Q1 Report be received for information.

**CARRIED**

EAS                      **It was moved and seconded**

152/24                      THAT a Grant-in-Aid debrief session be scheduled on or before June 20, 2024.

**CARRIED**

EAS                      **It was moved and seconded**

153/24                      THAT Special Electoral Area Services Committee recommendation No. 1 of May 16, 2024 be received, adopted and acted upon as follows:

153/24 cont.

**Recommendation No. 1**     *Electoral Areas' Grant-in-Aid*

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

**CARRIED**

COW

**It was moved and seconded**

154/24

THAT Committee of the Whole recommendation No. 1 of May 23, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Lower Crown Raw Water Reservoir Project Update*

THAT the report titled Lower Crown Raw Water Reservoir Project Update be received for information.

AND THAT the following proposed motion be referred to a future intergovernmental meeting related to water to be held within 30 days:

*THAT the SCRD pause staff work on the Lower Crown Reservoir project until:*

- *A new seasonal environmental flow (EFN) regime for Chapman Creek is approved by the Province, set to levels determined by local Shishalh Nation-SCRD co-monitoring to be necessary to support fish and wildlife habitat;*
- *Further, enhanced siphon use for Chapman Lake is successfully negotiated with the Province and Shishalh Nation for a multi-year term, guided by our mutual interest in the sustainability of the ecosystem;*
- *The 2024 groundwater exploration program is proceeding with test drilling;*
- *A list of the highest water users in the Chapman and South Pender systems is reviewed by the Board and a strategy is enacted to significantly reduce that usage that includes shutting off the water to an unreasonably high users by Stage 2;*
- *The aquifer 560 agreement with the town of Gibsons is being actively implemented to optimize the interconnection between the SCRD and tog water systems; and*
- *A schedule of intergovernmental water meetings, to take place at least every two months but preferably monthly, is set up with a focus on discussing critical issues and concerns identified by elected leadership, moving toward the establishment of a permanent regional watershed(s) board with Indigenous co-governance, and with the first meeting to be scheduled by mid-June*

154/24 cont.

*AND THAT the SCRD explore conducting an inventory and condition assessment of the natural assets of the Chapman Lake watershed, in partnership with the Shishalh Nation, and report back to the Board in Q2;*

*AND FURTHER THAT the Town of Gibsons be invited to present to the board on its progress of the Aquifer 560 Agreement in a workshop format.*

**CARRIED**

Transit AOA

**It was moved and seconded**

155/24

THAT the report titled Final 2024-2025 BC Transit Annual Operating Agreement (AOA) be received for information;

AND THAT the delegated authorities be authorized to execute the 2024-2025 BC Transit Annual Operating Agreement.

**CARRIED**

RFP 2465004

**It was moved and seconded**

156/24

THAT the report titled RFP 2465004 – Design & Professional Services Development of a Community Hall – Contract Award be received for information;

AND THAT a contract be awarded to Principal Architecture Inc., in the amount up to \$315,000 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the funding agreement and accept the Terms of Conditions of the Agreement.

**CARRIED**

RFP 2465001

**It was moved and seconded**

157/24

THAT the report titled RFP 2465001 - Construction Management Services for the Development of a Community Hall - Contract Award be received for information;

AND THAT a contract be awarded to Summerhill Fine Homes Ltd., in the amount up to \$2,700,000 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the funding agreement and accept the Terms of Conditions of the Agreement.

**CARRIED**

AAP

**It was moved and seconded**

158/24

THAT the report titled Gibsons/West Howe Sound Fire Protection Pumper Apparatus Replacement Project 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 No. 765 and participating area approval be obtained for the entire service area as follows:

a. the total number of eligible electors to which the Alternative Approval Process applies is determined to be:

- 8,450 within the Gibsons/West Howe Sound Fire Protection service area (Town of Gibsons, and a defined area within the Electoral Areas of Elphinstone - Area E and West Howe Sound - Electoral Area F) for which a 10% threshold = 845

AND THAT with respect to Bylaw No. 765, the Elector Response Form be established and approved as amended;

AND THAT the deadline for receiving elector responses be July 15, 2024 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

c. By emailing a legible scanned copy to: [legislative@scrd.ca](mailto:legislative@scrd.ca) with the subject heading: Elector Response Form

**CARRIED**

2023 Annual Report

**It was moved and seconded**

159/24

THAT the report titled 2023 Sunshine Coast Regional District (SCRD) Corporate Annual Report be received for information;

159/24 cont. AND THAT the 2023 Annual Report be approved for distribution.

**CARRIED**

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

160/24 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 Strata Lot 15, District Lot 4696, Strata Plan VR.1414, PID 005-163-340, Folio 746.06494.150.

**CARRIED**

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

161/24 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 15, Block 2, District Lot 1362, Plan VAP14165, PID 008-483-256, Folio 746.03284.070.

**CARRIED**

## **COMMUNICATIONS**

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

162/24 THAT the correspondence from Emanuel Machado, Chief Administrative Officer, Town of Gibsons, dated May 13, 2024 regarding request for a letter of support be received for information;

AND THAT a letter of support be provided for the Town of Gibsons' funding application to the Spring 2024 Community Emergency Preparedness Fund – Disaster Risk Reduction – Climate Adaptation funding stream as soon as practicable.

**CARRIED**

EDMA Regulations **It was moved and seconded**

163/24 THAT the correspondence from the Union of BC Municipalities dated May 1, 2024 regarding invitation to apply for the Local Government Advisory Committee on *Emergency and Disaster Management Act Regulations* be received for information.

**CARRIED**



**BYLAWS**

Bylaw 640.6                    **It was moved and seconded**

164/24                    THAT *West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024* be read a first time.

**CARRIED**

Bylaw 722.10                **It was moved and seconded**

165/24                    THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024* be read a first time.

**CARRIED**

Bylaw 337.123              **It was moved and seconded**

166/24                    THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.123, 2023* be read a second time.

**CARRIED**

Bylaw 722.9                **It was moved and seconded**

167/24                    THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9, 2023* be read a second time.

**CARRIED**

Bylaw 722.6                **It was moved and seconded**

168/24                    THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.6, 2023* be adopted.

**CARRIED**

Bylaw 717.4                **It was moved and seconded**

169/24                    THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.4, 2024* be adopted.

**CARRIED**

Bylaw 766                   **It was moved and seconded**

170/24                    THAT *Community Recreation Facilities Fees and Charges Bylaw No. 766, 2024* be adopted.

**CARRIED**

Bylaw 767 **It was moved and seconded**

171/24 THAT *Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 767, 2024* be adopted.

**CARRIED**

*The Board moved In Camera at 2:04 p.m.*

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

172/24 THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (c), (k), and (i) of the *Community Charter* – “personal information about an identifiable individual...”; “labour relations or other employee relations”; “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 out of In Camera at 2:54 p.m.*

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

Grant-in-Aid **It was moved and seconded**

173/24 **Recommendation No. 1** 2024 Electoral Areas' Grant-in-Aid (GIA)

THAT the 2024 Electoral Areas' GIA allocations be approved as follows:

British Columbia Conservation Foundation	\$5,000
Coast Recital Society (The)	\$ 500
Coast Rogue Arts Society	\$3,500
Deer Crossing: The Art Farm Society (Imagination Network - Who Cares?)	\$1,700
Deer Crossing: The Art Farm Society (Intelligence - formerly Emergence)	\$1,700
Gambier Island Community Association	\$3,700
Gibsons Landing Heritage Society	\$5,000
Gibsons Public Art Gallery	\$2,000
Halfmoon Bay Child Care Centre Society	\$2,790
Halfmoon Bay Community Association	\$4,000
Loon Foundation (The)	\$5,000
Pender Harbour Community Club	\$5,000
Pender Harbour Living Heritage Society	\$3,000
Pender Harbour Music Society	\$5,000
Raincoast Conservation Foundation	\$3,500
Restorative Justice Program of the Sunshine Coast	\$5,000
Roberts Creek Community Association: Creek Daze	\$1,300
Roberts Creek Community Association: Earth Day	\$1,000
Roberts Creek Community Association: Slow Sundays	\$ 500

173/24 cont.	Roberts Creek Community Association: Speakers	\$5,000
	Society for the Protection of Sargeant Bay	\$ 900
	Special Olympics BC - Sunshine Coast	\$2,000
	Suncoast Woodcrafters Guild	\$ 400
	Sunshine Coast Arts Council	\$3,800
	Sunshine Coast Community Orchestra Association	\$1,500
	Sunshine Coast Community Services Society	\$5,000
	Sunshine Coast Conservation Association	\$4,000
	Sunshine Coast Conservation Association (RhizomeUp!Media)	\$3,000
	Sunshine Coast Driftwood Players	\$2,000
	Sunshine Coast Festival of the Performing Arts	\$5,000
	Sunshine Coast Foundation	\$2,800
	Sunshine Coast Jazz and Entertainment Society	\$2,500

AND THAT the Roberts Creek Mandala Society application be approved in the amount of \$2,650 and funded by June 2024;

AND THAT the following applicants be sent correspondence notifying of unsuccessful grant applications for 2025:

- BluAct Marine Society
- Gambier Island Farmers Market Society
- Elphinstone Community Association
- Pender Harbour Golf Club Society
- One Straw Society

AND THAT the Gibsons Curling Club application be denied with correspondence to suggest that the Gibsons Curling Club reapply for the 2025 GIA intake for future minor renovations not involving major capital improvements or asbestos remediation;

AND THAT the Pender Harbour Area Residents Association be denied with correspondence to suggest that the Pender Harbour Area Residents Association reach out the Sunshine Coast Regional District (SCRD) Solid Waste Services for information regarding the next Trash Bash and the Good Samaritan Program;

AND FURTHER THAT the Pender Harbour Living Heritage Society applications pertaining to Sarah Wray Hall be denied with correspondence advising that the applications for accessible gravel parking and installation for a two-zone heat pump will be forwarded to the SCRD Parks Services for review.

**CARRIED**

## **ADJOURNMENT**

**It was moved and seconded**

174/24

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:55 p.m.

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

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

\_\_\_\_\_  
Chair