



SUNSHINE COAST REGIONAL DISTRICT
MINUTES OF THE REGULAR BOARD MEETING

June 26, 2025
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT: Chair: A. Toth, District of Sechelt (in part)
J. Gabias, Electoral Area B
L. Lee, Electoral Area A
K. Backs, Electoral Area D
D. McMahon, Electoral Area E
K. Stamford, Electoral Area F
D. Inkster, District of Sechelt (in part)
A. De Andrade, Town of Gibsons (Alternate)

ALSO PRESENT: T. Perreault, Chief Administrative Officer
S. Reid, Corporate Officer
S. Gagnon, GM Community Services
I. Hall, GM Planning and Development
R. Rosenboom, GM Infrastructure Services
K. Wiebe, Deputy Corporate Officer/Recorder

OTHERS: Media: 0
Public: 22

CALL TO ORDER

The meeting was called to order at 1:02 p.m.

Director Gabias assumed the Chair.

AGENDA

173/25 It was moved and seconded

THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Regular Board meeting minutes of June 12, 2025

174/25 It was moved and seconded

THAT the Regular Board meeting minutes of June 12, 2025 be adopted as presented.

CARRIED

PRESENTATIONS AND DELEGATIONS

Stephanie Woods, Kelly Chapman, and Dionne Bunsha, Coastal Douglas Fir Conservation Partnership and University of British Columbia Botanical Gardens

Representatives from the Coastal Douglas Fir Conservation Partnership and University of British Columbia Botanical Gardens addressed the Board regarding "Action for Adaption: Biodiversity Atlas and Policy Toolkit".

Bill Henwood, committee member, and Darlene Tymo, committee chair, Halfmoon Bay Community Development Forum

Representatives from the Halfmoon Bay Community Development Forum addressed the Board regarding "Official Community Plan (OCP) Renewal Project and Protecting Sensitive Ecosystems While Addressing Housing Needs".

Chair Toth and Director Inkster joined the meeting at 1:44 p.m.

The Board recessed at 1:46 p.m. and reconvened at 1:56 p.m.

Chair Toth resumed the Chair.

REPORTS

Committee of the Whole meeting recommendation Nos. 1 - 4 of June 12, 2025

Recommendation No. 5 was pulled for separate consideration.

Recommendation No. 6 was previously adopted.

175/25 It was moved and seconded

THAT Committee of the Whole meeting recommendation Nos. 1 - 4 of June 12, 2025 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Presentation for Information - Request for Free Transit for Post Secondary Students*

THAT the following presentation materials from the Committee of the Whole meeting of June 12, 2025, be received for information:

- Item No. 3.1: Vansh Kalra, Vice-President External, Meharveen Manchanda, Vice-President Finance and Services, Christopher Girodat, Executive Director, Capilano Students' Union Regarding Funding Request to Expand Eligibility in the Free Youth Transit Pass (S-Pass) to Post-Secondary Students.

Recommendation No. 2 *Reports for Information*

THAT the following report from the June 12, 2025, Committee of the Whole meeting be received for information:

- Item No. 4.5: Seaview Cemetery Expansion - Project Update

Recommendation No. 3 *Corporate Workplan - Outstanding Directives*

THAT the following directives be deemed closed with no further action:

- 375/12, recommendation No. 19
- 433/12, recommendation No. 21
- 171/13, recommendation No. 3
- 087/14, recommendation No. 31
- 366/16, recommendation No. 9
- 044/17, recommendation No. 9
- 271/17, recommendation No. 6
- 241/19
- 240/19
- 264/19, recommendation No. 8
- 284/19, recommendation No. 1
- 324/19
- 005/20, recommendation No. 21
- 005/20, recommendation No. 19
- 091/20, recommendation No. 1
- 255/20, recommendation No. 7
- 320/20, recommendation No. 1
- 404/20, recommendation No. 14
- 175/21, recommendation No. 3
- 013/22
- 297/22, recommendation No. 2

Recommendation No. 4 *shíshálh - BC Land Use Plan Phase 2 Engagement*

THAT the use of up to \$10,000 from General Government [110] Operating Reserves to support additional resources required for participation in the shíshálh–BC Land Use Plan Phase 2 engagement process be approved;

AND THAT the 2025-2029 Financial Plan be amended accordingly;

AND THAT the SCRD notify the shíshálh–BC Land Use Planning Table that, due to operational constraints, formal feedback will not be available by the requested June 23, 2025, deadline, but will instead be provided by August 29, 2025;

AND FURTHER THAT staff be directed to communicate with the Land Use Planning Table and continue participation in available engagement opportunities, while preparing a formal SCRD submission for the extended timeline.

CARRIED

176/25 It was moved and seconded

THAT Committee of the Whole meeting recommendation No. 5 of June 12, 2025 be received, adopted, and acted upon as follows:

Recommendation No. 5 *Community Excellence Award*

THAT the SCRD apply for the UBCM Community Excellence Award under the category of Excellence in Governance;

AND THAT a Board resolution be forwarded to UBCM indicating support for the joint application;

AND FURTHER THAT the SCRD request a Council resolution from the shíshálh Nation indicating support for the joint application.

CARRIED

Alternate Director De Andrade, Director Gabias, and Director McMahon opposed.

Electoral Area Service Committee meeting recommendation Nos. 1 - 11 of June 19, 2025

177/25 It was moved and seconded

THAT Electoral Area Services Committee meeting recommendation Nos. 1 – 11 of June 19, 2025 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Foragers Meadery*

THAT the SCRCD recommend approval of a Lounge Area Endorsement and Special Event Area Endorsement for Foragers Meadery (REF00007) to the LCRB, subject to:

- a) That additional off-street parking provided for special events be temporary and must not interfere with the agricultural productivity of the land;
- b) That signage be provided along Leek Road directing patrons to designated parking areas on the property;
- c) That no outdoor amplified music be permitted;
- d) That a maximum of 10 non-farm special events be permitted per calendar year;
- e) That the total combined person capacity of all liquor service areas during a special event be limited to 120 patrons subject to the provision of 27 off-street parking spaces; and
- f) That a secondary emergency access be provided from the orchard area to Leek Road.

Director McMahon opposed.

Recommendation No. 2 *Development Variance Permit DVP00113 (3024 Green Way) - Electoral Area D*

THAT Development Variance Permit DVP00113, to facilitate construction of a proposed secondary suite on the property located at 3024 Green Way, to vary Zoning Bylaw No. 722 be issued as follows:

- (a) Section 7.2.4 to increase the maximum parcel coverage for all buildings and structures for lots equal to or greater than 3,500 square meters in the Residential Two (R2) zone from 15% to 24.2%.

Recommendation No. 3 *Development Variance Permit DVP00114 (8653 Redrooffs Road) - Electoral Area B*

THAT Development Variance Permit DVP00114, to allow for the reconstruction of a deck on the property located at 8653 Redrooffs Road, to vary Zoning Bylaw No. 722 be issued as follows:

- (a) Section 5.16.1 to reduce the minimum setback for all buildings and structures from the natural boundary of the ocean from 15 m to 6 m.

Recommendation No. 4 *Frontage Waiver FRW00026 (2061 Twin Creeks Road) - Electoral Area F*

THAT proposed Lot 3 be exempt from the 10% minimum parcel frontage on a highway required by Section 512 of the Local Government Act to facilitate the proposed three-lot subdivision of 2061 Twin Creeks Road/2170 Port Mellon Highway.

Recommendation No. 5 *Frontage Waiver FRW00017 (13685 Lee Road) - Electoral Area A*

THAT the FRW00017 Frontage Waiver application be referred to the Electoral Area A Advisory Planning Commission for feedback and comments.

Recommendation No. 6 *Electoral Area D Advisory Planning Commission Meeting Minutes of April 29, 2025*

THAT the Roberts Creek (Area D) Advisory Planning Commission meeting minutes of April 29, 2025 be received for information.

Recommendation No. 7 *Electoral Area E Advisory Planning Commission Meeting Minutes of April 29, 2025*

THAT the Elphinstone (Area E) Advisory Planning Commission Meeting Minutes of April 29, 2025 be received for information.

Recommendation No. 8 *Electoral Area F Advisory Planning Commission Meeting Minutes of April 29, 2025*

THAT the West Howe Sound (Area F) Advisory Planning Commission Meeting Minutes of April 29, 2025 be received for information.

Recommendation No. 9 *Electoral Area A Advisory Planning Commission Meeting Minutes of May 5, 2025*

THAT the Egmont/Pender Harbour (Area A) Advisory Planning Commission Meeting Minutes of May 5, 2025 be received for information.

Recommendation No. 10 *Electoral Area B Advisory Planning Commission Meeting Minutes of May 6, 2025*

THAT the Halfmoon Bay (Area B) Advisory Planning Commission Meeting Minutes of May 6, 2025 be received for information.

Recommendation No. 11 *Ports Monitors (POMO) Committee Meeting Minutes of May 7, 2025*

THAT the Ports Monitors (POMO) Committee meeting minutes of May 7, 2025 be received for information.

CARRIED

Board Policy Review Committee meeting recommendation Nos. 1 - 3 of June 19, 2025

178/25 It was moved and seconded

THAT Board Policy Review Committee meeting recommendation Nos. 1 – 3 of June 19, 2025 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Directors - Remuneration Review*

THAT the Board Policy BRD 0340-50-036 Directors - Remuneration Review be referred to a September 2025 Committee of the Whole for a discussion about potential scope and terms of reference.

Recommendation No. 2 *Board Policies for Review*

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

AND THAT Board Policy BRD-0340-50-011 Contacting SCRD Solicitors be repealed;

AND FURTHER THAT revised Board Policy BRD-0340-50-038 Director Email Management be approved.

Recommendation No. 3 *Outstanding Directives Pertaining to Policy*

THAT the following outstanding directives regarding proposed policies be abandoned:

- Resolution 93/06, recommendation No. 7
- Resolution 571/12, recommendation No. 6
- Resolution 235/13, recommendation No. 8
- Resolution 445/16
- Resolution 207/22

CARRIED

Request for Proposal 2561308 GACC Arena Flooring Replacement - Contract Award

179/25 It was moved and seconded

THAT a contract be awarded to Andalus Rugs and Pottery Ltd. for GACC Arena Flooring Replacement for an amount of up to \$141,900 (excluding GST) in response to RFP 2561308 Ice Level Rubber Flooring - GACC;

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

CARRIED

MOTIONS

Director Gabias put forward the following Notice of Motion for placement on the July 17, 2025 Electoral Area Services Committee meeting agenda:

THAT staff explore effective policy and legal tools designed to protect the Coastal Douglas Fir moist maritime bioclimatic zone as part of the Official Community Plan (OCP) renewal process.

DIRECTORS' REPORTS

The Directors provided an updated of their activities in the community.

IN CAMERA

Director Inkster left the meeting at 2:52 p.m.

The Board moved In Camera at 2:52 p.m.

The Board moved out of In Camera at 3:53 p.m.

180/25 It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e), (g), (i) and (j) and 2 (b) of the *Community Charter* – "the acquisition, disposition or expropriation of land or improvements [...]"; "litigation or potential litigation affecting the municipality"; "the receipt of advice that is subject to solicitor-client privilege"; "information that is prohibited [...] from disclosure [...]"; "the consideration of information received and held in confidence relating to negotiations [...]".

CARRIED

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

RELEASE OF ITEMS FROM IN CAMERA

Ports Monitors (POMO) Committee Re-Appointments - Hopkins Landing and Port Graves

181/25 It was moved and seconded

THAT John Rogers be re-appointed as the Ports Monitor Committee representative for Hopkins Landing dock for a two-year term;

AND THAT Andrew Kennedy be re-appointed as the Ports Monitor Committee representative for Port Graves dock for a two-year term.

CARRIED

ADJOURNMENT

182/25 It was moved and seconded

THAT the Regular Board meeting of June 26, 2025 be adjourned.

The meeting adjourned at 3:53 p.m.

CARRIED

Certified Correct by the Corporate Officer

Date Confirmed

Chair