



**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 MAY 28, 2015
AMENDED AGENDA**

CALL TO ORDER 7:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Special Board meeting minutes of May 12, 2015 Annex A
Pages 1-2
3. Special Board meeting minutes of May 14, 2015 Annex B
pp 3-4
4. Regular Board meeting minutes of May 14, 2015 Annex C
pp 5-19

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PETITIONS AND DELEGATIONS

COMMUNICATIONS

5. Claire Gram, Policy Consultant and Healthy Built Environment Lead,
Vancouver Coastal Health Annex D
pp 20-21
Regarding Health Matters Public Forum

REPORTS

6. Acting Administrator's Report Annex E
pp 22-23
7. Directors' Reports Verbal
8. Planning and Development Committee recommendation Nos. 1-4 and 6-27
of May 14, 2015 (*recommendation No. 5 previously adopted*) Annex F
pp 24-33
9. Community Services Committee recommendation Nos. 1-18 of May 21,
2015 Annex G
pp 34-38

- | | | |
|-----|--|-----------------------|
| 9a | <p>➡ ADD Corporate and Administrative Services Committee recommendation Nos. 6, 9, 13 and 14 of May 28, 2015</p> | Late Item
p 38a-d |
| 9b | <p>➡ ADD Treasurer – Gibsons and District Public Library Building Update
<i>(report referred from May 28, 2015 Corporate and Administrative Services Committee)</i></p> | Late Item
pp 38e-k |
| 9c | <p>➡ ADD Emergency Program Coordinator – Climate Change Risk Assessment
<i>(report referred from May 28, 2015 Corporate and Administrative Services Committee)</i></p> | Late Item
pp 38l-m |
| 10. | <p>Manager of Legislative Services – Appointment of Alternate Representative to AVICC Special Committee on Solid Waste Management</p> | Verbal |

MOTIONS

BYLAWS

- | | | |
|-----|--|---------------------|
| 11. | <p>“Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.158, 2014” – second reading
<i>(Voting – Electoral Area Directors – 1 vote each)</i></p> | Annex H
pp 39-41 |
| 12. | <p>“Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.161, 2015” – first reading
<i>(Voting – Electoral Area Directors – 1 vote each)</i></p> | Annex I
p 42 |
| 13. | <p>“Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.163, 2015” – first reading
<i>(Voting – Electoral Area Directors – 1 vote each)</i></p> | Annex J
pp 43-48 |
| 14. | <p>“Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.112, 2015” – first reading
<i>(Voting – Electoral Area Directors – 1 vote each)</i></p> | Annex K
pp 49-53 |

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (c), (e), (i), (k) and 2 (b) of the *Community Charter* – “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, “the receipt of advice that is subject to solicitor-client privilege, including communication necessary for that purpose”, “negotiations and related discussions respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”.

Recommendation No. 6 *2015 Rural Areas' Grant-in-Aid Recommendations*

The Corporate and Administrative Services Committee recommended that the Administrative Assistant, Corporate Services' report titled "2015 Rural Areas' Grant-in-Aid Recommendations" be received;

AND THAT the funding recommendations as listed below be approved and granted to the recipients:

<u>Applicant Name</u>	<u>Amount Approved</u>
British Columbia Conservation Foundation (BCCF) for Sunshine Coast Wildlife Project (SCWP)	2,200
Cedar Grove Elementary Parent Advisory Committee	500
Chinook Swim Club Society	800
Coast Arts Building School and Centre Society	900
Coast Recital Society (The)	750
Deer Crossing - The Art Farm: Imagination Network	800
Deer Crossing - The Art Farm: Rainforest Circus Interactive	500
Deer Crossing - The Art Farm: Synchronicity Festival	1,500
Egmont Community Club	500
Farm Gate Market (The)	500
Gambier Community Centre Society**	2,000
Gambier Island Conservancy	400
Gibsons Elementary School Parent Advisory Committee	500
Gibsons Landing Heritage Society	1,950
Gibsons Public Art Gallery (GPAG): Art Stroll	750
Gibsons Public Art Gallery (GPAG): Renovations	1,000
Halfmoon Bay Childcare Centre Society	1,000
Hopkins Landing Heritage Path Society	2,500
Huckleberry Coast Childcare Society	1,260
Pender Harbour Advisory Council (Society)	800
Pender Harbour and District Chamber of Commerce: Shop Locally	1,500
Pender Harbour Community Club	3,928
Pender Harbour Living Heritage Society	2,100
Pender Harbour Music Society	3,000
Restorative Justice Program of the Sunshine Coast	900
Roberts Creek Arts Festival Society	1,000
Roberts Creek Community Association: Roberts Creek Downtown Pathway Gardens Group	1,620
Roberts Creek Community Association: Roberts Creek Hall	5,000
Roberts Creek Earth Day Organization	500
Roberts Creek Mandala Society	3,500

Royal Canadian Legion Branch #112 Pender Harbour	3,700
Ruby Lake Lagoon Nature Reserve Society**	2,500
Special Olympics BC Sunshine Coast	800
Suncoast Woodcrafters Guild	500
Sunshine Coast Arts Council	700
Sunshine Coast Clear Air Society (The)**	1,300
Sunshine Coast Community Services Society: Cold Weather Shelter	1,800
Sunshine Coast Community Services Society: Parent and Tot Drop-in	300
Sunshine Coast Community Services Society: Police Based Victim Services	1,000
Sunshine Coast Driftwood Players Society for Driftwood Theater School	1,000
Sunshine Coast Driftwood Players	700
Sunshine Coast Festival of the Written Arts	500
Sunshine Coast Jazz and Entertainment Society	2,000
Sunshine Coast Marine Rescue Society for Royal Canadian Marine Search and Rescue Halfmoon Bay Unit 12	2,600
Sunshine Coast Quilters' Guild	461
Sunshine Coast Sea Cavalcade Society	5,000
Sunshine Coast Sockeye Water Polo	500
Sunshine Coast Spinners' and Weavers' Guild	700
Sunshine Coast VegFest	500
Tetrahedron Ski Club DBA Tetrahedron Outdoor Club	4,000
Welcome Beach Community Association	500

Funding Granted through Economic Development

<u>Applicant Name</u>	<u>Amount Approved</u>
Sustainable Local Economic Development in Roberts Creek	500

AND THAT the applicants be advised of the results of their applications;

AND THAT award payments be distributed on August 1, 2015;

AND THAT the Roberts Creek Mandala Society Rural Areas' Grant-in-Aid be paid prior to the August 1 policy date;

AND FURTHER THAT this recommendation be forwarded to the May 28, 2015 Regular Board meeting for adoption.

Recommendation No. 9 *Environmental Protection Notice for Burn Permit: Cloutier Holdings Inc.*

The Corporate and Administrative Services Committee recommended that the Planning Technician's report titled "Environmental Protection Notice for Burn Permit by Cloutier Holdings Inc. at 2224 Field Road, Sechelt, BC" be received;

AND THAT the comments, as follows, be forwarded to the applicant's agent, with a copy to the Regional Manager, BC Environmental Protection Branch:

- The Ministry of Environment should require the applicant to explore all possible options to reduce, reuse or recycle as much of the material as possible, including composting and wood chipping, and even alternative energy sources.
- Staff note that ash from the burn operation cannot be disposed of at the Sunshine Coast Regional District (SCRD) Landfill. The applicant should address how ash and any other non-combustible material will be disposed of.
- Bringing in materials from off-site compromises control over the type of materials to be burned. The SCRCD would like assurance that the burn materials will not include the more toxic 'prohibited materials' as listed within the Open Burning Smoke Control Regulation.
- If the application is permitted, the burning should be timed during April 1 to 15 and October 15 to November 15, and then the Ventilation Index is "good", to be consistent with the Roberts Creek and Halfmoon Bay smoke control bylaws.
- The Ministry of Environment should request a statement from the applicant, before each bi-annual burning event, describing in adequate detail the type and amount of material to be burned, and require that air quality in the vicinity of the burning activity be monitored and reported on.

AND FURTHER THAT this recommendation be forwarded to the May 28, 2015 Regular Board Meeting for adoption.

Recommendation No. 13 *Canada 150 Community Infrastructure Program Launch in Western Canada*

The Corporate and Administrative Services Committee recommended that the News Release from the Government of Canada's Western Economic Diversification Canada regarding the launch of Canada 150 Community Infrastructure Program in Western Canada be received;

AND THAT staff apply to the Canada 150 Fund for the Community Recreation Facilities Project;

AND FURTHER THAT this recommendation be forwarded to the May 28, 2015 Regular Board Meeting for adoption.

Recommendation No. 14 *Canada 150 Community Infrastructure Program Launch in Western Canada*

The Corporate and Administrative Services Committee recommended that staff apply to the Canada 150 Fund for the Gibsons and District Public Library Facility Upgrades;

AND FURTHER THAT this recommendation be forwarded to the May 28, 2015 Regular Board Meeting for adoption.

Director Milne opposed.

SCRD STAFF REPORT

DATE: May 20, 2015
TO: Corporate & Administrative Services Committee – May 28, 2015
FROM: Tina Perreault- Treasurer
RE: Gibsons & District Public Library Building Update

RECOMMENDATION

THAT the Treasurer’s report regarding “Gibsons & District Public Library Building Update” be received.

BACKGROUND

The following motion (211/15) was passed at the May 14, 2015 Regular Board meeting, excerpt below:

Recommendation No. 2 *Gibsons and District Public Library Building Repairs*

THAT the Treasurers’ report titled “Gibsons and District Public Library Building Repairs” be received;

AND THAT staff engage consultants to develop a scope of work and RFP for the immediate building repairs as outlined in the facility audit;

AND THAT a detailed review of the GDPL building structure be conducted to determine roof replacement options and the load capacity for the option of adding another storey;

AND FURTHER THAT staff report back to a future Corporate and Administrative Services Committee meeting with the final scope, costs, and the projected debt servicing requirements.

DISCUSSION

To date, staff have engaged contractors to begin establishing a scope of work for the immediate repairs. The most critical item to address is the roof replacement and preliminary estimates project the cost to be in the range of \$250,000 to \$300,000.

Initial consultation with structural engineers have determined that best case scenario for the current building could only support the addition of office space, which would allow for minimum use. This would not permit *public assembly* such as a community use room, or for additional *book storage*. Light storage could be permitted, but would have to be clearly defined based on building code. The structural engineer has yet to confirm if the footings of the building could support this additional load, as well as what may be feasible in the future.

If the Board would like to continue with exploring a second storey, a more detailed structural review, architectural design, and cost estimates would be needed. This is projected to cost \$20,000 and a 2015 Financial Plan amendment would be required. Capital reserves cannot be used for consultants as this is considered feasibility and not a capital project yet. Therefore, these costs would be recovered through taxation in 2016. Staff would aim to have a report to the July 2015 Corporate & Administrative Services Committee, but could be as late as September 2015 (Board vacation in August) depending on consultant's availability.

Consultant costs of approximately \$15,000 would also be required to develop a comprehensive scope of work to issue a Request for Proposal (RFP) for the roof and other building repairs. Staff do not recommend expending funds to develop a RFP if a second storey will be added in the near future. The concern is that any delay with the roof replacement risks additional structural damage and patching the roof of existing leaks will not be guaranteed.

Staff are seeking the Boards direction on how they would like to proceed with these options. If the Board choses to proceed exploring both options simultaneously per the May 14th Board motion, a 2015 Financial Plan amendment of \$35,000 for professional fees is required and will be funded as a required revenue in 2016 (recovered through 2016 taxation).



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May 27, 2015

Ken Robinson
Manager Facility Operations
Recreation Services
Sunshine Coast Regional District
1975 Field Road
Sechelt BC V0N 3A1

Re: Gibsons Public Library Preliminary Feasibility Report

Dear Mr. Robinson,

As mandated by Tina Perreault, we have completed our preliminary check of some of the existing Library footings for present loads and any reserve capacities to determine if they could support additional loading as a result of the proposed construction of a second storey to the building. Footings under the interior of the building are the most difficult to access and remediate so these were our first concern. In addition to this, several steel beams supporting the existing roof were checked for present design loads and reserve capacities.

Executive Summary

Results so far indicate that the present roof can be converted to usable space although this space would need to be confined to office space or study / reading rooms and not used for book stacks or storage. The new roof to cover this space would involve full span trusses approximately 65' long so that no future roof loads fall to interior footings.

Interior Footings

Two main interior footings were checked for present dead and live loads. The largest column footing at Grids D/2 appears to have about 65% usage with a 35% reserve capacity. This would normally be a positive result but additional loads will be limited by the present roof structure and slab bands as seen below. A second somewhat smaller column footing at Grids C/3 was similarly checked and found to be at 88% usage with a reserve capacity of about 12%. Further checks of other footings would most likely reveal varying reserve capacities so that future loading would have to be shared strategically so as not to overload any of the footings or slab bands.

Present Roof Structure

The largest steel roof beams on Grids C & D are identical 18" deep beams. When comparing the longest of the spans having the widest supported area to the shortest span with the narrowest supported area we find that the hardest working (longest span) beam is stressed 76% more than the shortest span. The reserve capacities vary from approximately 112 pounds per square foot for the shortest spanning member to about 11 pounds per square foot for the longest spanning members.

Design live loading prescribed by our building codes for ground floor offices is 100 pounds per square foot, second floor offices at 50 psf, assembly spaces at 100 psf and library book stacks at 150 psf. Given that the design live load for the present roof is approximately 46 psf it is apparent that the only future live loading acceptable for the present roof structure as it becomes the floor for new space is the 50 psf allowed for second floor office space. It may be possible to use some of the space near the shorter span beams as assembly area (100psf) or study and reading rooms (60psf). A more detailed analysis of each area of the present roof structure will reveal which areas are candidates for these more demanding usages. Future intended usages must be carefully considered and coordinated.

Reinforcement of the steel beams is easily accomplished but increasing dead and live loadings would most likely involve adding more floor joists or small beams as the present open web steel joists spanning between the main beams are typically designed with close to 100% usage and could not tolerate additional loads by themselves.

Future Roof Structure

Since the existing interior footings are near full usage, it seems unlikely that any future second storey roof structure could use interior columns for support. Many of the roof columns are supported on slab bands. Please read below for further reason to avoid loading interior columns. The reserves now present in the interior footings may be used up in adapting the existing roof for future use with the removal of some of the roofing materials and replacement with other materials to satisfy architectural and code requirements. We would recommend that the new roof structure span between existing exterior footings on Grids A & F. The new second storey would end at Grid E leaving a similar “atrium” upper opening which is present under the rear curved roof. Although there are varying reserves in these exterior footings, any remediation would be more easily done there due to their accessibility.

Slab Bands

The concrete slab at the main floor level is a combination of slabs and slab bands. Slab bands are wide flat beams visible as thickenings or deeper slabs when viewed from below. They typically carry distributed dead and live loads such as the slab itself and the people and book loads above. When columns supporting upper floors or roofs stack upon lower columns additional upper floor loads affect only the columns they rest on and their associated footings. In this case 6 of the 11 roof interior columns are supported on slab bands where no columns are directly beneath. The slab bands carry the load like beams to nearby columns. Additional loads from above will increase stresses in the slab bands. These slab bands have not been checked as part of this mandate and require a more detailed analysis. It would be expected that they would not have enough reserve capacities to support new roof structure. Increasing loads at the present roof level to accommodate the new floor usage would most likely utilize any reserves in the slab bands. Several remediation schemes are available but interior footings would still be limiting. Further analysis is required.



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Other Concerns

The proposed construction would render the present library space unusable for the duration and the relocation/protection of existing contents will present their own logistics.

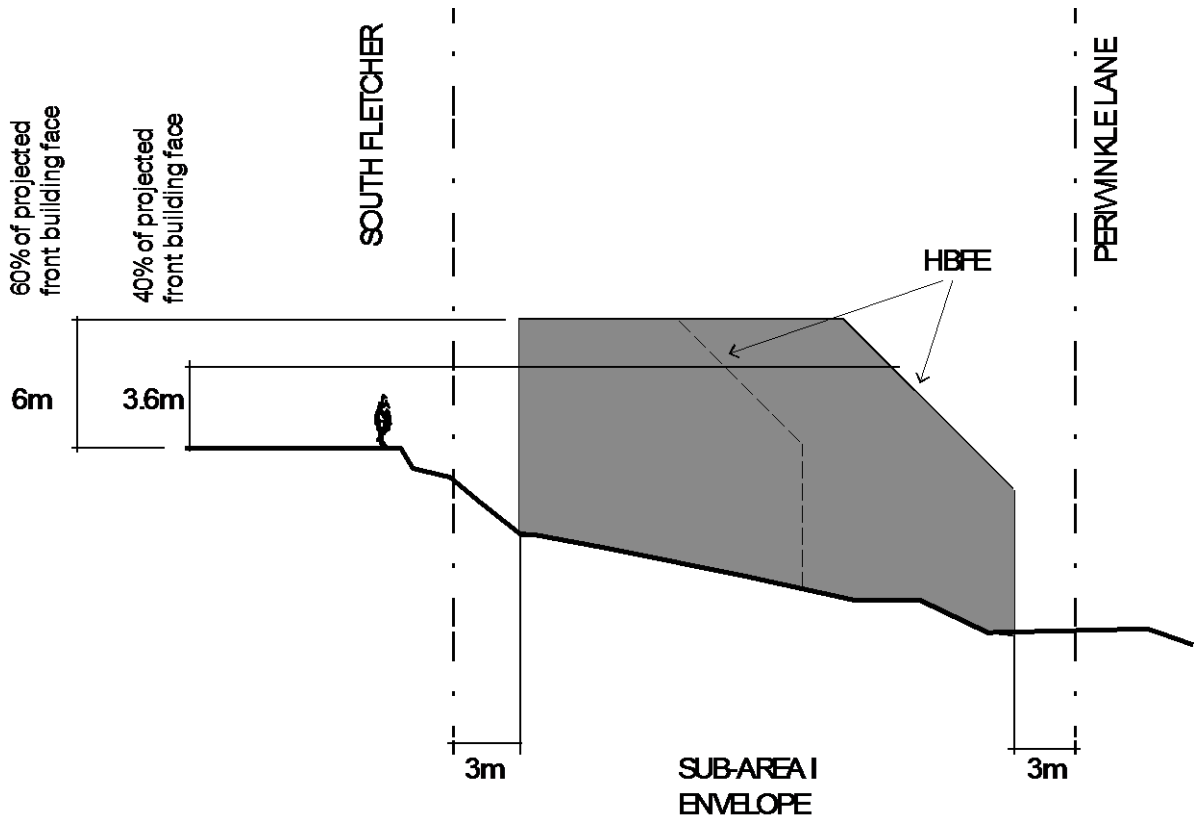
We hope that this short report meets your present requirements with respect to the planning of the future of your library and we remain at your service.

Yours truly,

Dean G. Dugas
for
COASTRUCTURAL ENGINEERING LTD

511. Regulations for Sub-area I

- (1) The building height must not exceed 6.0 m (19.7 ft) from the average natural grade of the sidewalk on the uphill side of the site for a maximum of 60 percent of the front building face, and must not exceed 3.6 m (11.8 ft) from the average natural grade of the sidewalk on the uphill side for the remainder of the front building face.
- (2) Any gabled roofs higher than the 3.6 m (11.8 ft) maximum must be designed such that roof ridges are perpendicular to South Fletcher Road, except where required between gables.
- (3) Any building must be contained within a Highest Building Face Envelope at a height of 6.5 m (21.3 ft).
- (4) buildings or structures must be sited no closer to a rear lot line than 3.0 m (9.8 ft), nor closer to a front lot line than 3.0 m (9.8 ft).



SCRD STAFF REPORT

DATE: May 21, 2015

TO: Corporate and Administrative Services Committee – May 28, 2015

FROM: Bill Elsner Emergency Program Coordinator

RE: CLIMATE CHANGE RISK ASSESSMENT

RECOMMENDATION(S)

THAT the Emergency Program Coordinator's report titled "Climate Change Risk Assessment" be received;

AND THAT a letter be written in support of Dr. Nathan Vadeboncouer and his proposal to develop a climate change risk assessment tool for local governments;

AND FURTHER THAT this recommendation be forwarded to the May 28, 2015 Regular Board meeting for adoption.

BACKGROUND

The Hazard Risk Vulnerability Analysis (HRVA) for the Sunshine Coast was completed in 2006. The impacts of climate change were only referenced briefly as "Global Warming" in the original document. In the past 9 years the impacts of climate change have been extensively researched.

DISCUSSION

Climate change risk project summary

British Columbia is a leader in Canada in identifying and planning for climate change. Much work has been done over the past five years to identify the biophysical effects of climate change in the province and to assess, on a broad scale, the impact these effects will have on communities, ecosystems, and the local and provincial economies. Although climate change presents risks to health, safety and the economy, relatively little work has been done to identify how climate risks are likely to affect individual communities across the province. We are developing a proposal for funding for a project that will mobilize the existing information and translate it into community-level impacts.

Our aim is to assist local governments in identifying and understanding the impacts of climate change on their communities and regions. This project will result in two deliverables:

- A template for using existing data on climate change to identify climate change risks to municipal operations and to constituents.
- A template for integrating these risks into Hazard, Vulnerability and Risk Assessment (HRVA) reports.

This project proposes to use the Sunshine Coast Regional District as a pilot project where these templates will be developed. We will provide an update to the SCRD's HRVA and a report detailing the most up-to-date information on climate change and translating it into an accessible, policy and operations relevant format.

We are asking for a letter of support from you to accompany our proposal submission. This letter should be one page (or less) and describe the benefit of this work to your community, and identify the in-kind contribution you can make to the project (i.e. staff time) and any financial contribution (a financial contribution is not necessary, financing will come from other sources, but a small contribution may make the application stronger in the eyes of the funders).

About the project leader

Dr. Nathan Vadeboncoeur is an expert in climate change, risk assessment, and planning. He is the Lead Author for the Pacific Region of the Canadian Coastal Climate Change Assessment (at Natural Resources Canada) and has worked on socioeconomic and climate change projects across BC and Yukon. Dr. Vadeboncoeur is very familiar with the Sunshine Coast, as the region was the focus of his PhD dissertation research on climate change risk management.

This collaboration presents us with a unique opportunity to update our HRVA with the most up to date climate change information.

The Emergency Program Coordinator will contribute his staff time as our in kind donation to this project. Some GIS work may also be required and this will be coded to the SCEP budget.

The deadline for the project application is June 5, 2015.

Bill Elsner