



# SUNSHINE COAST REGIONAL DISTRICT



**REGULAR BOARD MEETING  
TO BE HELD ELECTRONICALLY IN ACCORDANCE WITH  
MINISTERIAL ORDER M192 AND TRANSMITTED VIA  
THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT  
OFFICES AT 1975 FIELD ROAD, SEHELDT, B.C.**

**THURSDAY, SEPTEMBER 23, 2021**

## **AGENDA**

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**CALL TO ORDER 2:00 p.m.**

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of September 9, 2021

Annex A  
Pages 1 – 11

### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Infrastructure Services Committee recommendation Nos. 6-14 of September 9, 2021 (*recommendation Nos. 1-5 previously adopted*)

Annex B  
pp 12 - 16

4. Placement of Notice on Title – Chief Building Official

Annex C  
pp 17 – 18

5. Office of the CAO Monthly Report

To come  
forward

### **COMMUNICATIONS**

6. Office of the Premier, dated September 10, 2021  
Regarding Request for Meeting with Premier Horgan to Discuss SCRD Water Supply Emergency and Other Emerging Issues on the Sunshine Coast

Annex D  
pp 19 - 21

7. Rebecca Anderson, Director of Corporate and Legislative Services and Corporate Officer, dated September 16, 2021  
Regarding Town of Gibsons Funding Contribution for a Fire Protection System at the Sechelt Aquatic Centre

Annex E  
p 22

**MOTIONS**

**BYLAWS**

- 8. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021*  
**– first and second reading**  
**(Voting – Electoral Area Directors – 1 vote each)**

Annex F  
pp 23 - 24

**DIRECTORS' REPORTS**

Verbal

**NEW BUSINESS**

**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (f), (g), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality...”, “law enforcement...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to October 16, 2021)

Advisory Planning Commission (Area D) - <b>CANCELLED</b>	<del>September 20 at 7:00 pm</del>
Solid Waste Management Plan Monitoring Advisory Committee	September 21 at 11:00 am
Corporate and Administrative Services Committee	September 23 at 9:30 am
Regular Board	September 23 at 2:00 pm
Agricultural Advisory Committee	September 28 at 3:30 pm
Advisory Planning Commission (Area B)	September 28 at 7:00 pm
Advisory Planning Commission (Area F)	September 28 at 7:00 pm
Special Corporate and Administrative Services Committee	September 29 at 9:30 am
Advisory Planning Commission (Area A)	September 29 at 7:00 pm
Advisory Planning Commission (Area E)	September 29 at 7:00 pm
Infrastructure Services Committee	October 14 at 9:30 am
Regular Board	October 14 at 2:00 pm

### Other SCRD Meetings (Intergovernmental, Public Hearings, Information Sessions)

Local Government Show	October 7 at 4:00 pm
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**Please note:** Meeting dates are current as of print date (September 17, 2021).



## SUNSHINE COAST REGIONAL DISTRICT

September 9, 2021

MINUTES OF THE MEETING OF THE BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT*:</b>	Chair	Electoral Area B	L. Pratt
	Directors	Electoral Area A	L. Lee
		Electoral Area D	A. Tize
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		District of Sechelt	D. Siegers
		District of Sechelt	A. Toth
		Town of Gibsons	B. Beamish (part)
<b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Infrastructure Services		R. Rosenboom
	GM, Community Services		S. Gagnon
	Deputy Corporate Officer / Recorder		J. Hill
	Media		0
	Public		0

*\*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

**CALL TO ORDER**    2:02 p.m.

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

242/21                THAT the agenda for the meeting be adopted as amended.

**CARRIED**

**MINUTES**

Minutes             **It was moved and seconded**

243/21                THAT the Regular Board meeting minutes of July 22, 2021 be adopted.

**CARRIED**

Minutes                   **It was moved and seconded**  
244/21                    THAT the Special Board meeting minutes of August 16, 2021 be adopted.

**CARRIED**

Minutes                   **It was moved and seconded**  
245/21                    THAT the Special Emergency Board meeting minutes of August 17, 2021 be adopted.

**CARRIED**

Minutes                   **It was moved and seconded**  
246/21                    THAT the Special Emergency Board meeting minutes of August 27, 2021 be adopted.

**CARRIED**

## **REPORTS**

Corporate               **It was moved and seconded**  
247/21                    THAT Corporate and Administrative Services Committee recommendation Nos. 1-8 of July 22, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Corporate Financial Variance – 2<sup>nd</sup> Quarter*

THAT the report titled Sunshine Coast Regional District Q2 Corporate Financial Variance be received for information.

**Recommendation No. 2**     *Long Term Debt*

THAT the report titled Long Term Debt as at June 30, 2021 be received for information.

**Recommendation No. 3**     *Gas Tax Community Works Fund Update*

THAT the report titled Gas Tax Community Works Fund Update be received for information;

AND THAT staff investigate synergies with the Ministry of Transportation and Infrastructure in the planning and construction of bike paths and walkways;

AND THAT staff provide options for active transportation opportunities as part of the 2022 budget and include a comprehensive update of the existing project priorities;

247/21 cont.

AND FURTHER THAT options be provided for the following areas:

- Electoral Area E - Reed Road between Payne Road and North Road and Gower Point at the Town of Gibsons Boundary;
- Electoral Area A - Garden Bay Multi-use and Egmont Multi-use;
- Electoral Area D – Shoulder widening on Lower Road;
- Electoral Area B – Traffic Calming on Mintie and Redrooffs Road;
- Electoral Area F – Marine Drive - ferry terminal to Gibsons.

**Recommendation No. 4**      *Transportation Planning – Bike Paths and Walkways*

THAT staff report on the mechanisms for transportation planning for bike paths and walkways in conjunction with roadwork between the municipalities and the rural areas (fringe areas) including how other Regional Districts handle this type of planning.

**Recommendation No. 5**      *Gas Tax Community Works Fund Collaboration Options*

THAT the Sunshine Coast Regional District (SCRD) seek feedback from Member Municipal Councils pertaining to collaborating on and the financial implications of regional and sub-regional services to fund projects through Gas Tax Community Works Funds;

AND THAT staff provide examples of relevant projects with potential funding examples for areas such as solid waste, water, wastewater, and recreation.

**Recommendation No. 6**      *Director Constituency and Travel Expense*

THAT the report titled Director Constituency and Travel Expense for Period Ending June 30, 2021 be received for information.

**Recommendation No. 7**      *Corporate and Administrative Services – Semi-Annual Report*

THAT the report titled Corporate and Administrative Services – Semi-Annual Report for January to June 2021 be received for information.

**Recommendation No. 8**      *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from April 1 to June 30, 2021 be received for information.

**CARRIED**

Planning

**It was moved and seconded**

248/21

THAT Planning and Community Development Committee recommendation Nos. 1-12 of September 2, 2021 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Service Agreement with Sechelt Indian Government District for Building Inspection and Regulation Services*

THAT the report titled Service Agreement with Sechelt Indian Government District for Building Inspection and Regulation Services be received for information;

AND THAT the Sunshine Coast Regional District enter into an agreement with the Sechelt Indian Government District for Building Inspection and Regulation Services for up to 5 years;

AND FURTHER THAT the delegated authorities be authorized to execute the proposed service agreement.

**Recommendation No. 2**     *Canadian Weather Radar – Request for Local Government Concurrence (Application 2412466)*

THAT the report titled Canadian Weather Radar – Request for Local Government Concurrence (Application 2412466) be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) provide Environment and Climate Change Canada with the following statements respecting the proposed Canadian Weather Radar in Halfmoon Bay (Application 2412466):

- a. Environment and Climate Change Canada has satisfactorily completed consultation with the SCRД; and
- b. SCRД concurs with the proposal to construct the weather radar provided it is constructed substantially in accordance with the submitted plans and Environment and Climate Change Canada address any Shíshálh Nation archaeological or environmental concerns.

**Recommendation No. 3**     *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)*

THAT the verbal report regarding *Zoning Amendment Bylaw No. 310.192, 2020 (2284 Pixton Road)* Consideration of Third Reading and Adoption be received for information;

AND THAT a second Public Hearing to consider *Zoning Amendment Bylaw No. 310.192, 2020* be arranged;

248/21 cont.

AND FURTHER THAT Director Toth be delegated as the Chair and Director Tize be delegated as the Alternate Chair to conduct the Public Hearing.

**Recommendation No. 4**     *ALC Application 61641 (SCRD ALR00015)*

THAT the report titled Agricultural Land Commission Application 61641 (SCRD ALR00015) be received for information;

AND THAT the SCRD forward the ALC Application 61641 regarding fill to the Agricultural Land Commission for decision;

AND FURTHER THAT SCRD recommends to the Agricultural Land Commission that the Agricultural Land Commission coordinate with the Ministry of Transportation and Infrastructure (MOTI) to ensure the applicant's property drainage is compliant with MOTI requirements.

**Recommendation No. 5**     *Zoning Amendment Bylaw No. 310.193, 2021 (1090 Reed Road)*

THAT the report titled Zoning Amendment Bylaw No. 310.193, 2021 (1090 Reed Road) – Consideration of First and Second Readings be received for information;

AND THAT *Zoning Amendment Bylaw No. 310.193, 2021* be forwarded to the Board for First and Second Readings;

AND THAT a Public Hearing to consider *Zoning Amendment Bylaw No. 310.193, 2021* be arranged;

AND FURTHER THAT Director Pratt be delegated as the Chair and Director McMahon be delegated as the Alternate Chair to conduct the Public Hearing.

**Recommendation No. 6**     *Sarah Wray Hall Roof Replacement*

THAT the report titled Sarah Wray Hall Roof Replacement – Request from the Pender Harbour Living Heritage Society be received for information;

AND THAT the SCRD supports the Pender Harbour Living Heritage Society proceeding with a roof replacement provided they:

- adhere to any conditions on the project outlined by the School District No. 46;
- acquire all necessary funding, permits, inspections, and insurance as well as;
- adhere to all applicable building codes, municipal and provincial legislation;

248/21 cont.

AND FURTHER THAT the delegated authorities be authorized to enter into a Leaseholder Improvement Agreement with the Pender Harbour Living Heritage Society.

**Recommendation No. 7**     *Policing and Public Safety Committee Meeting Minutes of July 15, 2021*

THAT the Policing and Public Safety Committee meeting minutes of July 15, 2021 be received for information.

**Recommendation No. 8**     *Agricultural Advisory Committee Meeting Minutes of July 27, 2021*

THAT the Agricultural Advisory Committee meeting minutes of July 27, 2021 be received for information.

**Recommendation No. 9**     *Elphinstone (Area E) APC Meeting Minutes of July 28, 2021*

THAT the Elphinstone (Area E) Advisory Planning Commission meeting minutes of July 28, 2021 be received for information.

**Recommendation No. 10**     *West Howe Sound (Area F) APC Meeting Minutes of July 27, 2021*

THAT the West Howe Sound (Area F) Advisory Planning Commission meeting minutes of July 27, 2021 be received for information.

**Recommendation No. 11**     *Correspondence from Pender Harbour Living Heritage Society regarding Sarah Wray Hall Roof Replacement*

THAT the correspondence from Gail Woodean, Treasurer, Pender Harbour Living Heritage Society, dated July 21, 2021 regarding Sarah Wray Hall Roof Replacement – Canada Community Revitalization Fund Grant be received for information.

**Recommendation No. 12**     *Correspondence from City of Langley regarding Improvement to Pre-Hospital Care System*

THAT the correspondence from Paula Kusak, Deputy Corporate Officer, City of Langley, dated July 29, 2021 regarding Improvement to Pre-Hospital Care System be received for information.

**CARRIED**

Infrastructure

**It was moved and seconded**

249/21

THAT Infrastructure Services Committee recommendation Nos. 1-5 of September 9, 2021 be received, adopted and acted upon as follows:

249/21 cont.      **Recommendation No. 1**      *Church Road Well Field Project – Update*

THAT the report titled Church Road Well Field Project - Update be received for information;

AND THAT the contract with Associated Environmental Consultants Inc. for the Groundwater Investigation - Phase 4A be increased by \$50,000 to up to \$862,182 (excluding GST);

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

AND FURTHER THAT should the water license for the Church Road Well Field Project not be issued, that the expenses to date be funded through operational reserves.

**Recommendation No. 2**      *Grant Results- SCRD Planning Enhancement Project and Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams*

THAT the report titled Grant Results- SCRD Planning Enhancement Project and Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams be received for information;

AND THAT the SCRD approve the acceptance of the Union of BC Municipalities Community Emergency Preparedness Fund Grant for Downstream Flood Analysis of Chapman, Edwards, McNeil, and Harris Lake Dams in the amount of \$143,000;

AND THAT the SCRD approve the acceptance of the Union of BC Municipalities- Local Government Development Approvals Program Grant for the SCRD Planning Enhancement Project in the amount of \$253,000;

AND THAT the SCRD Planning Enhancement Project be included in the [504] Rural Planning 2021 Budget in the amount of \$253,000;

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

AND FURTHER THAT the 2021-2025 Financial Plan Bylaw be amended accordingly.

**Recommendation No. 3**      *Invitation to Tender (ITT) 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation – Construction*

THAT the report titled Invitation to Tender (ITT) 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation - Construction be received for information;

249/21 cont.

AND THAT a contract for Chapman Creek WTP On-Site Hypochlorite Generation be awarded to CHB Services Ltd. in the amount up to \$1,118,820 (plus GST);

AND THAT the contract with Associated Environmental for Construction Management, Engineering, and Post Construction Engineering Services for the Chapman Creek WTP On-Site Hypochlorite Generation be increased from \$117,171 up to an amount not to exceed \$304,348 (plus GST) to provide Construction Management and Post Construction Engineering Services for the Chapman Creek WTP On-Site Hypochlorite Generation Project;

AND FURTHER THAT the delegated authorities be authorized to execute both contracts.

**Recommendation No. 4**     *Langdale Well and Pump Station Improvements Project Update*

THAT the report titled Langdale Well and Pump Station Improvements Project Update be received for information;

AND THAT the contract with Coastal Mountain Excavations Ltd. for the Langdale Well and Pump Station Improvements Project be increased from \$281,545 to \$289,917.59 (plus GST);

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

**Recommendation No. 5**     *Request for Proposal (RFP) 2135002 Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot*

THAT the report titled Request for Proposal (RFP) 2135002 Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot be received for information;

AND THAT Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot be awarded to Salish Environmental Group Inc. at a value of \$313,403 (not including GST);

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

**CARRIED**

**COMMUNICATIONS**

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

250/21                      THAT the correspondence from Karen Spicer, Vice President, Roberts Creek Community Association dated August 31, 2021 regarding Roberts Creek Community Association application for a Province of BC Community Gaming Grant be received for information;

AND THAT the SCR D provide a letter of support for the Roberts Creek Community Association's application for a Province of British Columbia Gaming grant.

**CARRIED**

**MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

Masonic Hall Property  
Line Adjustment      **It was moved and seconded**

251/21                      THAT staff investigate the proposal for property line adjustment submitted by Andreas Tize, SCR D Director, Area D (Roberts Creek) received June 15, 2021 and provide feedback, including further information regarding future property width should the Masons choose to relocate their hall, and the property line adjacent to the Roberts Creek Community Association is moved 15-20 feet, considering that the Ministry of Transportation and Infrastructure will claim some of the land on the northern edge;

AND THAT staff report back on the process of transferring park property to the Masonic Society to compensate them for the property line adjustment.

**CARRIED**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

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

**IN CAMERA                      It was moved and seconded**

252/21                      THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (f), (g), (i) and (k) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality...”, “law enforcement...”, “litigation or potential litigation affecting the municipality”, “the receipt of advice that is subject to solicitor-client privilege...” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**CARRIED**

*The Board recessed at 2:51 p.m. and reconvened at 2:55 p.m.*

*Director Beamish left the meeting at 3:31 p.m.*

*The Board moved out of In Camera at 3:44 p.m.*

**ITEMS RELEASED FROM IN CAMERA**

Appointment                    **It was moved and seconded**

253/21                            THAT John Rogers be appointed to the Ports Monitors Committee as the representative for the Hopkins Landing Dock for a two-year term;

AND THAT a thank you letter be sent to Heather Blackwood for her service as the Ports Monitors Committee representative for the Hopkins Landing dock;

AND FURTHER THAT staff continue with recruitment for a Ports Monitors Committee representative for the Port Graves dock.

**CARRIED**

Riparian Area  
Protection                    **It was moved and seconded**

254/21                            THAT amendments to Bylaw Enforcement Notice Bylaw No. 638 and/or Municipal Ticket Information Bylaw No. 558, and other related bylaws as necessary, setting fines of \$500 and \$1000 per occurrence, respectively, for land alteration without an approved development permit be prepared;

AND THAT Board Policy 9-3800-4 Bylaw Enforcement Complaints be reviewed and amendments recommended to provide for more responsive and efficient enforcement that aligns with community expectations.

**CARRIED**

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

255/21                            THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:44 p.m.

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

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

\_\_\_\_\_  
Chair

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE**

**September 9, 2021**

RECOMMENDATIONS FROM THE INFRASTRUCTURE SERVICES COMMITTEE MEETING HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area F	M. Hiltz
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area D	A. Tize
		Town of Gibsons	B. Beamish
		District of Sechelt	A. Toth
		District of Sechelt	D. Siegers
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	General Manager, Infrastructure Services		R. Rosenboom
	General Manager, Community Services		S. Gagnon (part)
	GM, Corporate and Administrative Services/CFO		T. Perreault (part)
	Manager, Planning and Development		D. Pady (part)
	Manager, Solid Waste Services		R. Cooper (part)
	Manager, Capital Projects		S. Misiurak (part)
	Manager, Transit and Fleet		J. Walton (part)
	Recording Secretary		T. Ohlson
	Media		1
	Public		6

**CALL TO ORDER**                      9:30 a.m.

**AGENDA**                              The agenda was adopted as presented.

**PRESENTATIONS AND DELEGATIONS**

**REPORTS**

*The General Manager, Infrastructure Services provided an update on water supply which included current conditions, impact of recent rain events on Chapman Lake, daily residential water use, daily household water use of metered residential properties in 2021, average daily demand of commercial and institutional use, the top 30 water users in August 2021, weather forecast, emergency measures, outreach and enforcement, education and conservation.*

**Recommendation No. 1**     *Church Road Well Field Project - Update*

The Infrastructure Services Committee recommended that the report titled Church Road Well Field Project Update be received for information;

AND THAT the contract with Associated Environmental Consultants Inc. for the Groundwater Investigation - Phase 4A be increased by \$50,000 to up to \$862,182 (excluding GST);

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

AND THAT should the water license for the Church Road Well Field Project not be issued, that the expenses to date be funded through operational reserves;

AND FURTHER THAT these recommendations be forwarded to the September 9, 2021 Board meeting.

**Recommendation No. 2**     *Grant Results- SCRD Planning Enhancement Project and Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams*

The Infrastructure Services Committee recommended that the report titled Grant Results- SCRD Planning Enhancement Project and Downstream Flood Analysis of Chapman, Edwards, McNeil and Harris Lake Dams be received for information;

AND THAT the SCRD approve the acceptance of the Union of BC Municipalities Community Emergency Preparedness Fund Grant for Downstream Flood Analysis of Chapman, Edwards, McNeil, and Harris Lake Dams in the amount of \$143,000;

AND THAT the SCRD approve the acceptance of the Union of BC Municipalities- Local Government Development Approvals Program Grant for the SCRD Planning Enhancement Project in the amount of \$253,000;

AND THAT the SCRD Planning Enhancement Project be included in the [504] Rural Planning 2021 Budget in the amount of \$253,000;

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

AND THAT the 2021-2025 Financial Plan Bylaw be amended accordingly;

AND FURTHER THAT this recommendation be forwarded to the September 9, 2021 Regular Board Meeting for adoption.

**Recommendation No. 3**     *Invitation to Tender (ITT) 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation - Construction*

The Infrastructure Services Committee recommended that the report titled Invitation to Tender (ITT) 2137009 Contract Award Chapman Creek WTP On-Site Hypochlorite Generation – Construction be received for information;

AND THAT a contract for Chapman Creek WTP On-Site Hypochlorite Generation be awarded to CHB Services Ltd. in the amount up to \$1,118,820 (plus GST);

AND THAT the contract with Associated Environmental for Construction Management, Engineering, and Post Construction Engineering Services for the Chapman Creek WTP On-Site Hypochlorite Generation be increased from \$117,171 up to an amount not to exceed \$304,348 (plus GST) to provide Construction Management and Post Construction Engineering Services for the Chapman Creek WTP On-Site Hypochlorite Generation Project;

AND THAT the delegated authorities be authorized to execute both contracts;

AND FURTHER THAT these recommendations be forwarded to the September 9, 2021 Board Meeting.

*Director Lee left the meeting at 10:32 a.m. and returned to the meeting 10:34 a.m.*

**Recommendation No. 4**     *Langdale Well and Pump Station Improvements Project Update*

The Infrastructure Services Committee recommended that the report titled Langdale Well and Pump Station Improvements Project Update be received for information;

AND THAT the contract with Coastal Mountain Excavations Ltd. for the Langdale Well and Pump Station Improvements Project be increased from \$281,545 to \$289,917.59 (plus GST);

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

AND FURTHER THAT this recommendation be forwarded to the September 9, 2021 Board meeting.

*The Infrastructure Services Committee recessed at 10:40 a.m. and reconvened at 10:51 a.m.*

**Recommendation No. 5**     *Request for Proposal (RFP) 2135002 Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot*

The Infrastructure Services Committee recommended that the report titled Request for Proposal (RFP) 2135002 Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot be received for information;

AND THAT Contract Award for Site Operations Services for the South Coast Green Waste Drop-off Depot be awarded to Salish Environmental Group Inc. at a value of \$313,403 (not including GST);

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

AND FURTHER THAT these recommendations be forwarded to the September 9, 2021 Board meeting.

**Recommendation No. 6**     *Home Composter Rebate Pilot Program Update*

The Infrastructure Services Committee recommended that the report titled Home Composter Rebate Pilot Program Update be received for information;

AND THAT staff bring forward a Home Composter Rebate Program Proposal to the 2022 Budget Process for consideration.

**Recommendation No. 7**     *2022 Transit Improvement Program Recommendations*

The Infrastructure Services Committee recommended that the report titled 2022 Transit Improvement Program Recommendations be received for information;

AND THAT based on Board direction, Administration confirm the intention to delay any expansion discussions until 2022.

*Director Pratt and Director Beamish left the meeting at 11:41 a.m. and returned to the meeting at 12:20 p.m.*

**Recommendation No. 8**     *Transit Route 3 (Sechelt Arena) Proposed Routing Change*

The Infrastructure Services Committee recommended that the report titled Transit Route 3 (Sechelt Arena) Proposed Routing Change be received for information;

AND THAT the proposed change to transit service Route 3 Sechelt Arena be approved for implementation on October 12, 2021.

**Recommendation No. 9**     *Infrastructure Services Department – 2021 Q2 Report*

The Infrastructure Services Committee recommended that the report titled Infrastructure Services Department – 2021 Q2 Report be received for information.

**Recommendation No. 10**     *Water Supply Advisory Committee Minutes – July 12, 2021*

The Infrastructure Services Committee recommended that the Water Supply Advisory Committee meeting minutes of July 12, 2021 be received for information.

**Recommendation No. 11**     *Transportation Advisory Committee Minutes – July 15, 2021*

The Infrastructure Services Committee recommended that the Transportation Advisory Committee meeting minutes of July 15, 2021 be received for information.

**Recommendation No. 12**     *Solid Waste Management Plan Monitoring Advisory Committee Minutes – July 20, 2021*

The Infrastructure Services Committee recommended that the Solid Waste Management Plan Monitoring Advisory Committee meeting minutes of July 20, 2021 be received for information.

**COMMUNICATIONS****Recommendation No. 13**     *Correspondence Request for Stage 4 Water Restriction Exemption for Commercial Farmers*

The Infrastructure Services Committee recommended that the correspondence from Raquel Kolof of the Sunshine Coast Farmer's Institute Board dated August 11, 2021 regarding a request for Stage 4 Water Restriction Exemption for Commercial Farmers be received for information.

**Recommendation No. 14**    *Correspondence Church Road Water License Application*

The Infrastructure Services Committee recommended that the correspondence from Ed Pednaud of the Sechelt and District Chamber of Commerce to Minister Katrine Conroy dated September 3, 2021 regarding the SCRD Church Road Water License application be received for information.

**IN CAMERA**

*The Committee moved In-Camera at 12:17 p.m.*

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”.

*The Committee moved out of In Camera at 12:45 p.m.*

**ADJOURNMENT**                      12:46 p.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 23, 2021

**AUTHOR:** Allen Whittleton, Chief Building Official

**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

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### RECOMMENDATIONS

**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 Lot 4, Block 20, District Lot 909, Plan 1275, PID 014-688-816, Folio 746.01375.000, Electoral Area E.

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### BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District Bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists a property where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit or inspections under a bylaw, regulation or enactment which have not been obtained or completed to the satisfaction of the building division.

Letters have been sent advising the registered owners that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all of the registered owners of the property listed in this report. The owners have been advised of the date and time of the Board meeting at which the decision to register a Notice on Title will be made, and that at this meeting they will be afforded the opportunity to speak to the issues being registered.

### DISCUSSION

This property is non-compliant due to one or more of the following:

- permits applied for / or issued but no inspections scheduled
- construction has taken place without a valid permit.

1. **81 Kelly Road, Lot 4, Block 20, District Lot 909, Plan 1275, NWD  
PID 014-688-816  
Folio 746.01375.000  
Electoral Area E**

In December 2015 a building permit was issued for the construction of a single-family dwelling. As a condition of this building permit, the existing dwelling on the property was required to be removed or converted to an auxiliary building, as the zoning only permitted one dwelling due to the size of the property. A site inspection in August 2017 confirmed the conversion had been completed and that the cooking facilities had been removed from the original dwelling. It was discovered in June 2021 that this auxiliary building had been converted back to a dwelling without the required permit or approvals. The SCRD Building Division is not aware of any safety issues at this time and recommends notice be placed on title.

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a Building Official considers a condition with respect to land, building or other structure contravenes a Regional District Bylaw, Provincial regulation or any other enactment. Information on record with the Building Division that is summarized above show that this property is in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted property.

Reviewed by:			
Manager	X - A. Whittleton	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO		Other	

**Tracey Hincks**

**From:** OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>  
**Sent:** Friday, September 10, 2021 2:22 PM  
**To:** Tracey Hincks  
**Subject:** Letters to Premier Horgan  
**Attachments:** Sunshine Coast Regional District Meeting Request; Request for Meeting to Discuss SCRD Water Supply Emergency

**External Message**

Dear Tracey:

Thank you for sharing the attached letters from Lori Pratt and the Sunshine Coast Regional District (SCRD) Board outlining a number of priority issues impacting the Sunshine Coast.

Regrettably, Premier Horgan's schedule during the 2021 UBCM Convention was not able to accommodate a meeting. We recognize that these are urgent matters of high importance to the SCRD, and we are pleased that you met with the Minister of Environment and Climate Change Strategy, the Minister of Indigenous Relations and Reconciliation, and the Minister of Forests, Lands, Natural Resource Operations and Rural Development. We encourage the SCRD to maintain your dialogue with ministry officials on these items, as in the best position to provide support. Please be assured that Premier Horgan will also be briefed on the matters that were discussed.

Thank you, again, for writing. We appreciate hearing from the SCRD on these important issues.

Sincerely,

*Office of the Premier*

This message originated outside the SCRD. Please be cautious before opening attachments or following links.

**Sunshine Coast Regional District**

1975 Field Road  
Sechelt, British Columbia  
Canada V0N 3A1

P 604.885.6800  
F 604.885.7909  
Toll free 1.800.687.5753

info@scrd.ca  
www.scrd.ca



August 27, 2021

The Honourable John Horgan  
Premier of British Columbia  
Box 9041  
Station PROV GOVT  
Victoria, BC V8W 9E1

Via Email: [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

Dear Honourable John Horgan,

**Re: Request for Meeting to Discuss Water Supply Emergency on the Sunshine Coast**

The Sunshine Coast Regional District's (SCRD) community water supply is at risk. The lack of collaboration and communication between provincial ministries has hampered the approval process and contributed to the situation we are in on the coast. Our region is experiencing long, hot summers, and this year has brought an unprecedented and extended drought to the lower Sunshine Coast. While we are adapting to the changing climate, the current impacts could not have been anticipated. In addition, the Environmental Flow Needs requirement for the Chapman Creek watershed has reduced our ability to rely on local watersheds which supply drinking water to most residents in the region.

As part of our Drought Response Plan, we have escalated the Chapman Water System to Stage 4, our most stringent water conservation regulations that ban outdoor water use, earlier than previous years, to conserve drinking water and for fire protection. Additional water supply sources are urgently needed to avoid similar impacts to the Sunshine Coast community next year. Given the ongoing drought situation, the SCRD activated an Emergency Operations Centre on August 23, 2021 to coordinate the drought response.

Below are links to videos, presentations and meetings regarding our water crisis:

- [Link to YouTube video showing Chapman Lake Dropping](#)
- News releases: [SCRD Activates EOC](#)
- August 27, 2021 [Emergency Board meeting presentation slides](#)
- August 27, 2021 [Emergency Board meeting presentation on YouTube](#)

The Sunshine Coast Regional District is requesting a meeting as soon as possible to address these community water supply concerns. Please contact CAO Dean McKinley at [dean.mckinley@scrd.ca](mailto:dean.mckinley@scrd.ca) or call 604-885-6811 to coordinate a meeting.

We thank you for your time in advance.

Sincerely,

**SUNSHINE COAST REGIONAL DISTRICT**

A handwritten signature in black ink, appearing to read "L. Pratt", written over a white background.

Lori Pratt  
Chair

**Sunshine Coast Regional District**

1975 Field Road  
Sechelt, British Columbia  
Canada V0N 3A1

P 604-885-6800  
F 604-885-7909  
Toll free 1-800-687-5753

info@scrd.ca  
www.scrd.ca



August 25, 2021

The Honourable John Horgan  
Premier of British Columbia  
Box 9041  
Station PROV GOVT  
Victoria, BC V8W 9E1

Via Email: [premier@gov.bc.ca](mailto:premier@gov.bc.ca)

Dear Honourable John Horgan,

**Re: Request for Meeting to Discuss Emerging Issues on the Sunshine Coast**

It has come to our attention that the Sunshine Coast Regional District's (SCRD) requests to meet with you at UBCM have been redirected to other ministries.

The SCRD Board respectfully requests a meeting with you to discuss the following topics:

1. **Increased Collaboration and Coordination between Provincial Ministries**
  - *Request:* Improve collaboration and communication between ministries, with local government, and with residents, so we can restore our ecological resilience and protect public infrastructure assets for the long term.
2. **First Nations and Reconciliation**
  - *Request:* The Province obtain Cabinet approval to negotiate the agreement and request policy approval to amend the Land Act so local government can actively participate in the decision-making process. The province subsequently coordinate with the shíshálh Nation and the SCRD to include representation on all levels of various governing, planning and implementation tables envisioned by the shíshálh Nation / British Columbia Foundation Agreement and consider potential financial support for such collaboration.
3. **Enforcement of Provincial Regulations in Rural Areas**
  - *Request:* Better rural access to enforcement resources, through increased staffing and/or innovative technological tools, to ensure timely response to increasingly serious violations of provincial laws.

We look forward to hearing from you and thank you for your time in advance.

Sincerely,

**SUNSHINE COAST REGIONAL DISTRICT**

Lori Pratt  
Chair

ELECTORAL AREAS: A - Egmont, Pender Harbour B - Halfmoon Bay D - Roberts Creek E - Elphinstone F - West Howe Sound

MUNICIPALITIES: District of Sechelt / Sechelt Indian Government District / Town of Gibsons



## TOWN OF GIBSONS

PO Box 340  
474 South Fletcher Road  
Gibsons BC | V0N 1V0

T 604-886-2274

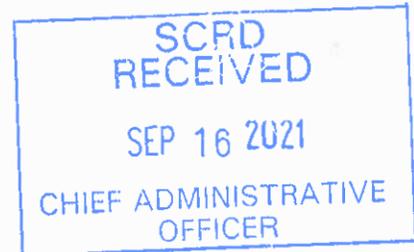
F 604-886-9735

info@gibsons.ca

www.gibsons.ca

September 16, 2021

ATTN: Lori Pratt, Chair  
Board of Directors, Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC, V0N 3A1



Dear Chair Pratt,

**Re: Town of Gibsons funding contribution for a fire protection system at the Sechelt Aquatic Centre**

At the regular Council meeting held September 7, 2021, Council for the Town of Gibsons considered the request for funding received from the Sunshine Coast Regional District and passed a resolution in favour of providing \$8,461 of funding towards the costs of a fire protection system at the Sechelt Aquatic Centre.

Yours truly,

Rebecca Anderson  
Director of Corporate and Legislative Services  
and Corporate Officer

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 310.193**

A bylaw to amend the *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987.*

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The Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

**PART A – CITATION**

- 1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021.*

**PART B – AMENDMENT**

- 2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:

*Schedule B* is amended by changing Subdivision District F to Subdivision District E1 for Lot 3 Block 4 Distric Lot 1314 Plan 12570, as depicted on Appendix 'A', attached to and forming part of this bylaw.

**PART C – ADOPTION**

READ A FIRST TIME this 23<sup>RD</sup> DAY OF SEPTEMBER , 2021  
READ A SECOND TIME this 23<sup>RD</sup> DAY OF SEPTEMBER , 2021  
PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this ##### DAY OF MONTH , YEAR  
READ A THIRD TIME this ##### DAY OF MONTH , YEAR  
ADOPTED this ##### DAY OF MONTH , YEAR

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Corporate Officer

---

Chair

# Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.193, 2021

Amend the Subdivision District of Lot 3 Block 4 District Lot 1314 Plan 12570 (PID 008-847-371)  
**from F to E1**



\_\_\_\_\_ Chair

\_\_\_\_\_ Corporate Officer