



# 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, APRIL 27, 2023**

## **AGENDA**

---

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

### **AGENDA**

1. Adoption of agenda

### **MINUTES**

2. Regular Board meeting minutes of April 6, 2023 Annex A  
Pages 5 – 10
3. Special Board meeting minutes of April 20, 2023 Annex B  
pp 11 - 12

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

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

4. Committee of the Whole recommendation Nos.1-6 of April 6, 2023 Annex C  
pp 13 - 14
5. Electoral Area Services Committee recommendation Nos. 1-11 of April 20, 2023 Annex D  
pp 15 - 18
6. Finance Committee recommendation Nos. 1-4 of April 20, 2023 Annex E  
pp 19 - 20
7. Placement of Notice on Title – Chief Building Official Annex F  
pp 21 - 24
8. Community Recreation Roof Renewal and Halfmoon Bay Fire Protection Rescue Apparatus Replacement Alternative Approval Process – Corporate Officer Annex G  
pp 25 - 32
9. Office of the CAO Monthly Report To Come  
Forward

### **COMMUNICATIONS**

**MOTIONS**

10. MOTION FOR WHICH NOTICE HAS BEEN GIVEN:

Annex H  
pp 33 - 34

SCRD Regional Water System (Director Henderson)

THAT the SCRD Board directs staff to complete and present the following reports:

1. Not later than May 15, 2023, an updated report on Chapman System Water Supply Scenarios providing additional information and detailing the projections for water supply for 2023 based on at least the following scenarios:
  - a. Weather conditions similar to 2021;
  - b. Weather conditions similar to 2022;
  - c. Accounting for the Church Road being available on July 1 and operating at 3,000m<sup>3</sup>/day;
  - d. Assuming no saving in water use from the installation of water meters in Sechelt (on the basis that the bulk of the meters will not be installed until sometime in 2024 or later);
  - e. And that staff explicitly outline their contingency plans in the event that the Chapman / Edwards Lake water supply is exhausted;

The report detail to include, for 2021 and 2022:

- a. A time chart showing the potable and EFN water use per day;
- b. A chart showing the dates of different water restriction Stages and the State of Emergency, both as they happened previously and then again with the addition of Church Road;
- c. Per the Water Sourcing Policy, a list of which water sources were enacted at which stage, and how much they supplied (average m<sup>3</sup>/day for the period), as they happened and then again assuming the addition of Church Road well at 3,000m<sup>3</sup>;
- d. per the Water Sourcing Policy, how much additional water – over and above the 3,000m<sup>3</sup>/day of Church Rd, would have been needed to stay within Stage 2 for the 2021 and 2022 seasons.

2. Not later than June 15th, 2023, that the staff produce and provide a comprehensive report to the board updating the 2018 Water Demand Analysis, to incorporate the data of the last five years, and specifically the consequences from the drought period extending to mid December as experienced in 2022. This report to include updated Water Supply Deficit amounts along with:
  - a. the size that would be needed for a Raw Water Reservoir to close the projected deficit for 2025, 2035 and 2050;
  - b. The amount of groundwater (in m<sup>3</sup>/day) that would be needed to close the Water Supply Deficit in those same years in the absence of a Raw Water Reservoir.

## **BYLAWS**

## **DIRECTORS' REPORTS**

## **NEW BUSINESS**

## **IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

## **ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to May 6, 2023)

Solid Waste Management Plan Public and Technical Advisory Committee (PTAC)	April 25 at 2:30 pm
Advisory Planning Commission (Area B)	April 25 at 7:00 pm
Advisory Planning Commission (Area F)	April 25 at 7:00 pm
Advisory Planning Commission (Area A)	April 26 at 7:00 pm
Advisory Planning Commission (Area E)	April 26 at 7:00 pm
Committee of the Whole	April 27 at 9:30 am
Regular Board	April 27 at 2:00 pm
Water Supply Advisory Committee	May 1 at 3:30 pm
Special Electoral Area Services Committee (Grants-in-Aid)	May 4 at 9:30 am

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

Local Government Show	May 4 at 4:00 pm
-----------------------	------------------

**Please note:** Meeting dates are current as of print date (April 21, 2023).



## SUNSHINE COAST REGIONAL DISTRICT

April 6, 2023

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.

<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	J. Henderson (in part)
		District of Sechelt	A. Toth
		Town of Gibsons	S. White (in part)
		shíshálh Nation Government District	P. Paul (in part)
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Community Services		S. Gagnon (in part)
	GM, Planning and Development		I. Hall (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Media		0
	Public		1

*\*Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

**CALL TO ORDER** 2:01 p.m.

**AGENDA** It was moved and seconded

074/23 THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Change to Regular Board Meeting Schedule.

**CARRIED**

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

*Pursuant to Section 217 of the Local Government Act, Chair Lee exercised his right of reconsideration of motion 059/23, recommendation No. 2 of the March 23, 2023 Regular Board meeting as follows:*

Coopers Green Hall Replacement Project **It was moved and seconded**

075/23 THAT resolution 059/23 recommendation No. 2 as adopted at the March 23, 2023 Regular Board meeting be brought back for reconsideration and amended as follows:

THAT the location for the Coopers Green Hall Replacement construction project is Option B: Connor Park;

AND THAT \$707,000 of the approved project budget be allocated to enhancements at Coopers Green Park with the remaining approved project budget allocated to the community hall replacement project;

*AND FURTHER THAT staff bring forward regular reports providing updates on the progress of the Halfmoon Bay Community Hall project.*

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

076/23 THAT the Regular Board meeting minutes of March 23, 2023 be adopted as amended.

**CARRIED**

**REPORTS**

COW **It was moved and seconded**

077/23 THAT Committee of the Whole recommendation Nos. 1-3 of March 23, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1** *BC Timber Sales Mt. Elphinstone South Watershed Assessment*

THAT the delegation presentation materials regarding Mt. Elphinstone South Watershed Assessment Phases 1 and 2 (Volumes 1 and 2) from BC Timber Sales Chinook / Sunshine Coast, Ministry of Forests be received for information.

**Recommendation No. 2** *Grants Status Update*

THAT report titled Grants Status Update be received for information.

077/23 cont.                    **Recommendation No. 3**      *Water Now Solution – Additional Information*

THAT the correspondence dated February 5, 2023 from John Henderson, Director for the District of Sechelt regarding Water Now Solution and the background information – previous staff reports be received for information.

**CARRIED**

## MOTIONS

*Director Paul left the meeting at 2:40 p.m.*

Motion for which notice has already been given as amended:

BC Timber Sales            **It was moved and seconded**

078/23                    THAT the *motion be held in abeyance until the SCRD receives a referral from BC Timber Sales (BCTS) regarding the scheduled harvesting of the proposed cut blocks TA0521 on Mount Elphinstone in the BCTS Operating Plan.*

*Director Backs opposed*

**CARRIED**

APC Resignation            **It was moved and seconded**

079/23                    THAT the resignation of Anita Smith from the Area F Advisory Planning Commission be received.

**CARRIED**

*Director Paul returned to the meeting at 2:58 p.m.*

## BYLAWS

Bylaws 741 and 742        **It was moved and seconded**

080/23                    THAT the report titled 2023 Alternative Approval Process be received for information;

AND THAT the following bylaws be given three readings and forwarded to the Inspector of Municipalities for approval:

- *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023; and*
- *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023.*

**CARRIED**

Bylaw 741                   **It was moved and seconded**  
081/23                    THAT *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023* be read a first time.

**CARRIED**

Bylaw 741                   **It was moved and seconded**  
082/23                    THAT *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023* be read a second time.

**CARRIED**

Bylaw 741                   **It was moved and seconded**  
083/23                    THAT *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023* be read a third time.

**CARRIED**

Bylaw 742                   **It was moved and seconded**  
084/23                    THAT *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023* be read a first time.

**CARRIED**

Bylaw 742                   **It was moved and seconded**  
085/23                    THAT *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023* be read a second time.

**CARRIED**

Bylaw 742                   **It was moved and seconded**  
086/23                    THAT *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023* be read a third time.

**CARRIED**

*Director Henderson left the meeting at 3:09 p.m.*

**DIRECTORS REPORTS**

*Directors provided a verbal report of their activities.*



**NEW BUSINESS**Board Meeting  
Schedule**It was moved and seconded**

087/23

THAT the SCRD Regular Board meeting schedule be amended to move the start time from 2:00 p.m. back to 1:30 p.m. effective May 1, 2023.

**CARRIED***The Board moved In Camera at 3:26 p.m.**Director White left the meeting at 3:27 p.m.***IN CAMERA****It was moved and seconded**

088/23

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (f), (g), (i), (j), (k) and 2 (b) of the *Community Charter* – “personal information about an identifiable individual...”, “law enforcement...”, “litigation or potential litigation...”, “the receipt of advice that is subject to solicitor-client privilege...”, “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of FOIPPA”, “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...”.

**CARRIED***The Board moved out of In Camera at 3:51 p.m.***RELEASE OF ITEMS FROM IN CAMERA**Sechelt Public  
Library Request**It was moved and seconded**

089/23

THAT for 2023, the Sechelt Public Library Association be funded an additional 7% over 2022 for 2023 only;

AND THAT following amounts be approved and included in the 2023-2027 Financial Plan as follows:

	<b>2022</b>	<b>2023 Existing</b>	<b>2023 Additional</b>	<b>2023 Revised</b>
Area A [Function 643]	48,394	49,825	1,935	51,760
Area B [Function 645]	152,350	156,854	6,091	162,945
Area D [Function 646]	95,596	98,422	3,823	102,245

089/23 cont. AND FURTHER THAT this motion be forwarded to the District of Sechelt, shíshálh Nation Government District, and the Sechelt Public Library Association to initiate a process to negotiate new terms and conditions for a future Funding and Service Agreement toward the Sechelt Public Library.

**CARRIED**

**ADJOURNMENT**

090/23 THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:51 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

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

\_\_\_\_\_

Chair



## SUNSHINE COAST REGIONAL DISTRICT

April 20, 2023

MINUTES OF THE MEETING OF THE SPECIAL BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	J. Henderson
		District of Sechelt	A. Toth
<b>ALSO PRESENT:</b>	Chief Administrative Officer	D. McKinley	
	Corporate Officer	S. Reid	
	GM, Corporate Services	T. Perreault	
	GM, Infrastructure Services (Acting)	M. Brown	
	Manager, Purchasing and Risk Management	V. Cropp	
	Manager, Legislative Services / Recorder	J. Hill	
	Media	0	
	Public	0	

*\*Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

**CALL TO ORDER** 11:30 a.m.

**AGENDA** It was moved and seconded

091/23 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

*The Board moved In Camera at 11:31 a.m.*

**IN CAMERA** It was moved and seconded

092/23 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (j), (k) and 2 (b) of the *Community Charter* – “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of FOIPPA”, “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...”.

**CARRIED**

*The Board moved out of In Camera at 11:46 a.m.*

**RELEASE OF ITEMS FROM IN CAMERA**

Universal Metering  
Contract and Grant **It was moved and seconded**

093/23 THAT the Request for Proposal 223702 contract for Universal Metering Phase 3 be awarded to Neptune Technology Group Canada Co., in the amount up to \$8,473,000 (excluding GST);

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

AND THAT the Universal Water Meter Installations - Phase 3 project be increased by \$2,141,750 to \$9,391,750, funded \$6,000,000 from the Canada Community Building Fund-Strategic Priorities Fund grant, and \$3,391,750 from long-term debt;

AND THAT the Sunshine Coast Regional District accept the Canada Community Building Fund-Strategic Priorities Fund grant for the Final Phase - Regional Water System Meter Installation Project valued up to \$6,000,000;

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

AND FURTHER THAT the 2023-2027 Financial Plan be updated accordingly.

**CARRIED**

**ADJOURNMENT**

094/23 THAT the Special Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 11:46 a.m.

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

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

\_\_\_\_\_  
Chair

**SUNSHINE COAST REGIONAL DISTRICT  
COMMITTEE OF THE WHOLE**

**April 6, 2023**

RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	District of Sechelt	A. Toth
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F Town of Gibsons District of Sechelt shíshálh Nation Government District	L. Lee J. Gabias K. Backs D. McMahan K. Stamford S. White J. Henderson P. Paul
<b>ALSO PRESENT:</b>	Chief Administrative Officer Corporate Officer General Manager, Corporate Services Acting General Manager, Infrastructure Services Manager, Utility Services Manager, Strategic Initiatives Manager, Solid Waste Services Manager, Capital Projects Manager, Communications and Engagement Recording Secretary Media Public		D. McKinley S. Reid T. Perreault M. Brown (part) S. Walkey (part) M. Edbrooke M. Sole (part) S. Misiurak (part) A. Buckley (part) L. Mosimann 0 25 (part)

**CALL TO ORDER**                      9:32 a.m.

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

**PRESENTATIONS AND DELEGATIONS**

*Shane Walkey, Manager of Utility Services, presented the Committee with a water supply update.*

**REPORTS**

**Recommendation No. 1**      *Chapman Water System Water Supply Scenarios*

The Committee of the Whole recommended that the report titled Chapman Water System Water Supply Scenarios be received for information.

**Recommendation No. 2**     *Sunshine Coast Regional District Water Supply*

The Committee of the Whole recommended that the report titled Sunshine Coast Regional District Water Supply be received for information.

*The Committee recessed at 10:55 a.m. and reconvened at 11:09 a.m.*

**Recommendation No. 3**     *Solid Waste Management Plan Update*

The Committee of the Whole recommended that the report titled Solid Waste Management Plan Update be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) begin the process of updating the Solid Waste Management Plan for the regional district (including the Town of Gibsons, District of Sechelt and shíshálh Nation Government District);

AND THAT public notification of the SCRCD's intention to amend the Solid Waste Management Plan and begin a process of consultation on proposed Plan amendments be provided;

AND FURTHER THAT notification of the project initiation be provided to the District of Sechelt, Town of Gibsons, shíshálh Nation Government District, Skwxú7mesh Úxwumixw, and the Ministry of Environment and Climate Change Strategy.

**Recommendation No. 4**     *Code of Conduct Policy*

The Committee of the Whole recommended that the report titled Code of Conduct Policy be received for information;

AND THAT the Code of Conduct Policy be adopted as amended as follows:

- in section 4.2.2 insert: “the opinion and needs of the *electoral area or municipality and the region as a whole* in all decision-making...”.

**Recommendation No. 5**     *Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Minutes of February 28, 2023*

The Committee of the Whole recommended that the Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) meeting minutes of February 28, 2023, be received for information.

**Recommendation No. 6**     *Water Supply Advisory Committee (WASAC) Minutes of March 6, 2023*

The Committee of the Whole recommended that the Water Supply Advisory Committee (WASAC) meeting minutes of March 6, 2023, be received for information.

**ADJOURNMENT**                      11:35 a.m.

---

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
ELECTORAL AREA SERVICES COMMITTEE**

**April 20, 2023**

RECOMMENDATIONS FROM THE ELECTORAL AREA SERVICES COMMITTEE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area F	L. Lee J. Gabias K. Backs K. Stamford
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	General Manager, Planning & Development		I. Hall
	Manager, Planning & Development		J. Jackson
	Planner		N. Copes (part)
	Planner		A. Wittman (part)
	General Manager, Community Services		S. Gagnon (part)
	Manager, Parks Services		K. Clarkson (part)
	Parks Planning & Community Dev. Coordinator		J. Huntington (part)
	Ports Capital Projects Coordinator?		K. Koper (part)
	Manager, Purchasing and Risk		V. Cropp (part)
	Recording Secretary		A. O'Brien
	Media		0
	Public		2
	Director, District of Sechelt		A. Toth (part)

*\*Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

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

**AGENDA**                                The agenda was adopted with receipt of Late Item No. 10 and addition of New Business Item: Howe Sound Community Forum.

**REPORTS**

**Recommendation No. 1**        *Development Variance Permit DVP00084 (12820 Alexander Road)*

The Electoral Area Services Committee recommended that the report titled Development Variance Permit DVP00084 (12820 Alexander Road) be received for information;

AND THAT Development Variance Permit DVP00084 (12820 Alexander Road) be approved.

**Recommendation No. 2**     *Agricultural Land Commission Application 66833 (SCRD ALR00023)*

The Electoral Area Services Committee recommended that the report titled Agricultural Land Commission Referral Application 66833 (SCRD ALR00023) be received for information;

AND THAT Agricultural Land Commission Application 66833 for Non-Farm Use be forwarded to the Agricultural Land Commission for review of decision with the following comments:

- SCR D supports a recommendation to the Agricultural Land Commission that the Home Plate Covenant be removed for Application 66833 (SCR D ALR00023) at 2005 Port Mellon Highway.

*Director Gabias opposed.*

**Recommendation No. 3**     *Dan Bosch Park and Katherine Lake Park Proposed Enhancement Projects Update*

The Electoral Area Services Committee recommended that the report titled Dan Bosch Park and Katherine Lake Park Proposed Enhancement Projects Update be received for information;

AND THAT staff bring forward a report prior to the end of Q2 outlining next steps, resources, and budget required to expedite moving the Dan Bosch / Katherine Lake Park project forward.

*The Committee recessed at 10:00 a.m. and reconvened at 10:04 a.m.*

**IN CAMERA**

*The Committee moved In-Camera at 10:09 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”.

*The Committee moved out of In-Camera at 10:20 a.m.*

*The Electoral Area Service Committee meeting was reconvened at 10:21 a.m.*

**Recommendation No. 4**     *RFP 2334501 Float Replacement Keats Landing Port Award Report*

The Electoral Area Services Committee recommended that the report titled RFP 2334501 Float Replacement Keats Landing Port Award Report be received for information;

AND THAT the contract for the Float Replacement Keats Landing Port be awarded to Blue Water Systems Ltd (Proposal A) in the amount of up to \$ 190,000 (excluding GST);

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



**Recommendation No. 5**     *Egmont/Pender Harbour APC Meeting Minutes of March 29, 2023*

The Electoral Area Services Committee recommended that the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of March 29, 2023 be received for information.

**Recommendation No. 6**     *Halfmoon Bay APC Meeting Minutes of March 28, 2023*

The Electoral Area Services Committee recommended that the Halfmoon Bay Advisory Planning Commission meeting minutes of March 28, 2023 be received for information.

**Recommendation No. 7**     *Roberts Creek APC Meeting Minutes of March 20, 2023*

The Electoral Area Services Committee recommended that the Roberts Creek Advisory Planning Commission meeting minutes of March 20, 2023 be received for information.

**Recommendation No. 8**     *West Howe Sound APC Meeting Minutes of March 28, 2023*

The Electoral Area Services Committee recommended that the West Howe Sound Advisory Planning Commission meeting minutes of March 28, 2023 be received for information.

**Recommendation No. 9**     *Elphinstone APC Meeting Minutes of March 29, 2023*

The Electoral Area Services Committee recommended that the Elphinstone Advisory Planning Commission meeting minutes of March 29, 2023 be received for information.

**Recommendation No. 10**     *Advisory Planning Commission Development Plan*

The Electoral Area Services Committee recommended that staff prepare an Advisory Planning Commission (APC) Development Plan for 2023 that includes:

- Minute training and advice on minute taking and developing effective recommendations to maximize the impact of volunteers' work;
- A review of support to recording secretaries;
- Consultation on the results of the Development Approvals Process Review, with an opportunity to look at subdivision process;
- Consultation on priorities for the planned OCP renewal project;

AND THAT the APC Development Plan be communicated with all APCs at an upcoming meeting.

**NEW BUSINESS**

*Director Stamford noted that the next Howe Sound Regional Biosphere Initiative and Forum will be occurring April 21, 2023 hosted by the Town of Gibsons. All local governments attending the forum, with the exception of the SCRD, have signed the Memorandum of Understanding (MOU), including the Forum's Principles of Cooperation. The Directors acknowledged the SCRD's intention to continue to collaborate and participate in the Forum and noted the MOU will be addressed soon per Board resolution*

**Recommendation No. 11** *Átl'ka7tsem/Howe Sound Community Forum*

The Electoral Area Services Committee recommended that a letter be written to Átl'ka7tsem/Howe Sound Community Forum to state the SCRDS intention to continue to collaborate and participate in the Howe Sound Regional Biosphere Initiative and Forum.

**ADJOURNMENT** 10:34 a.m.

---

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
FINANCE COMMITTEE**

**April 20, 2023**

RECOMMENDATIONS FROM THE FINANCE COMMITTEE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	District of Sechelt	A. Toth
	Directors	Town of Gibsons Electoral Area B Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt	S. White J. Gabias L. Lee K. Backs D. McMahon K. Stamford D. Inkster (Alt.)
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	Manager, Financial Services		B. Wing
	Acting GM, Infrastructure Services		M. Brown (Part)
	Area A Alternate Director		C. Alexander
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		1

*Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

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

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

**PRESENTATIONS AND DELEGATIONS**

*Cory Vanderhorst, Regional Assurance Partner of MNP LLP addressed the Board regarding the Sunshine Coast Regional District's (SCRD) Final Report – 2022 Audit Findings, Draft Independent Auditor's Report – SCRD, Draft Independent Auditor's Report – Foreshore Leases (Hillside), Audit Management Letter and the draft audited Financial Statements for year ending December 31, 2022.*

**REPORTS**

*The General Manager, Corporate Services / Chief Financial Officer provided an overview presentation of the Statement of Financial Information.*

*Director White left the meeting at 2:37 p.m.*

**Recommendation No. 1**      *2022 Audit Findings Report and Statement of Financial Information – MNP LLP*

The Finance Committee recommended that the presentation titled SCRD – 2022 Statement of Financial Information and report titled Sunshine Coast Regional District (SCRD) 2022 Audit Findings Report and Statement of Financial Information, and the following documents be received for information;

- 2022 Audit Findings – Report to the Board of Directors;
- Draft Independent Auditor's Report - SCRD;
- Draft Independent Auditor's Report – Foreshore Leases (Hillside);
- Audit Management Letter from MNP LLP;
- 2022 Statement of Financial Information (including the SCRD 2022 Draft Audited Financial Statements Year Ended December 31, 2022);

AND THAT the 2022 Draft Audited Financial Statements and Statement of Financial Information for Year Ended December 31, 2022 be approved as presented.

*Director White returned to the meeting at 2:39 p.m.*

**Recommendation No. 2**      *Community Benefits and Amenities Contribution Funds*

The Finance Committee recommended that the report titled Community Benefits and Amenities Contribution Funds be received for information;

AND THAT the 2019 and 2020 contributions from Box Canyon Hydro (\$20,000) be moved from General Government Operating Reserves to the appropriated surplus designated from amenity contributions.

**Recommendation No. 3**      *Reserves and Holding Funds*

The Finance Committee recommended that the report titled Status of Reserves and Holding Funds as at March 31, 2023 be received for information.

**Recommendation No. 4**      *Canada Community Building Fund Update*

The Finance Committee recommended that the report titled Canada Community Building Fund – Community Works Fund Update be received for information.

**ADJOURNMENT**                      2:44 p.m.

---

Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** SCRD Board – April 27, 2023  
**AUTHOR:** Brian Kennett, Chief Building Official  
**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

---

### RECOMMENDATION(S)

**THAT the report titled Placement of Notice on Title be received for information;**

- (1) 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 38, Block A, District Lot 1017, Plan VAP10306, PID 009-415-025, Folio 746.01695.000;**
  - (2) AND FURTHER 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 2, Block 1, District Lot 902, Plan VAP4919, PID 008-301-671, Folio 746.01068.100.**
- 

### 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 properties 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(s) or an inspection(s) under a bylaw, regulation or enactment which have not been obtained or completed.

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 pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all the registered owners of the properties listed in this report. The owners have been advised of the date and time of the Board meeting where the decision to register a Notice on Title will be made, and they will be afforded the opportunity to speak at the meeting to the issues being registered.

## DISCUSSION

The list of properties are non-compliant due to one or more of the following:

- permits applied for but not issued.
- construction has taken place without a valid permit.

**1. 649 Hairy Elbow Road, Electoral Area B  
Lot 38, Block A, District Lot 1017, Plan VAP10306, NWD  
PID 009-415-025, Folio 746.01695.000**

The subject property is a 0.22 acre parcel located on North Thormanby Island just east of the Vaucroft dock.

On February 24, 2021, while conducting a scheduled inspection on a nearby property, the Building Official observed that a 520 square foot building had been moved, and a 480 square foot deck constructed on the subject property. A stop work order was posted.

Both the placement of a moved building and the construction of a deck with a walking surface greater than 0.6m above grade require building permits in accordance with *SCRD Building Bylaw No. 687*. Based on Islands Trust being the land use authority, the use, size and location of all buildings and structures constructed and/or placed on properties located on North Thormanby Island must comply with *Gambier Associated Islands Land Use Bylaw No. 120* (Zoning Bylaw).



The SCRD Building Division received a building permit application for a moved onto (meaning “moved onto a parcel,” as referenced in SCRD’s Building Bylaw) accessory storage building and deck on June 4, 2021. A building permit referral was sent shortly thereafter to Islands Trust for their review. The response to the referral was received on June 23, 2021 and confirmed that the application did not comply with the Zoning Bylaw, and could not be approved.

The denial was based on the existence of an additional accessory building on the property and the restriction of only one accessory building used for storage being allowed on a property prior to the construction of a principal building. The subject property has no established principal building and/or use and thus, a second accessory building is not permitted. The building permit application has since expired.

In order to bring the property into compliance, a building permit application that complies with the Zoning Bylaw would need to be submitted, approved and issued. The owner has been notified of this requirement on several occasions both in conversation and in writing and, to date, no new building permit application has been received. The SCRD Building Division is not aware of any life safety issues.

**2. 1491 Russell Road, Electoral Area E  
Lot 2, Block 1, District Lot 902, Plan VAP4919, NWD  
PID 008-301-671, Folio 746.01068.100**

The subject property is a 0.86 acre parcel located within the Agricultural Land Reserve (ALR) at the corner of Burton Road and Russel Road.

On June 18, 2021, the SCRD Bylaw Enforcement Officer attended the property and observed that recent structural alterations were being undertaken on a 700 square foot building without a valid permit. No person was on site at this time, and a stop work order was posted. It was later determined that the SCRD Building Division had no record of any building permit for the original construction of the building.

In accordance with *SCRD Building Bylaw No. 687*, a building permit is required to be issued prior to the construction of, or alteration to, any building greater than 10 sqm. in building area. A building permit can only be issued for a building, located within Electoral Area E, in compliance with the zoning allowances of *SCRD Zoning Bylaw No. 722*.



An agent, contracted to prepare a building permit application on behalf of the registered owner of the subject property, contacted the SCRD Building Division on November 9, 2021. The agent provided a copy of a survey confirming the location of the building in question. The survey revealed that the building was located within the eastern property line zoning setback and trespassed 1.04m onto the adjacent parcel.

The agent also provided a written proposal summarizing the intended sequence of events to be undertaken to pursue bringing the property into compliance. This included the first step of submitting a lot line subdivision application with the adjacent parcel to resolve both the setback encroachment and trespass. The agent confirmed that the registered owners of the adjacent parcel were receptive and had agreed to move forward in principle. All subdivision applications of properties located within the ALR require approval from the Agricultural Land Commission (ALC) in addition to the Ministry of Transportation and Infrastructure (MoTI) and must be submitted to the SCRD.



In order to bring the property into compliance, the necessary subdivision approvals must be attained, compliance with additional zoning allowances will need to be confirmed, and a building permit will ultimately be required to be approved and issued. The owner and agent have been notified of these requirements. To date, the initial subdivision application has not yet been received. The SCRD Building Division is not aware of any life safety issues.

**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 SCRD Building Division, as summarized above, shows that these properties are in contravention. Staff recommend that Notice is registered on Title at the Land Title Office against the above noted properties.

Reviewed by:			
Manager	X - B. Kennett	Finance	
GM	X – I. Hall	Legislative	X – J. Hill
CAO		Other	



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Regular Board – April 27, 2023

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT:** COMMUNITY RECREATION ROOF RENEWAL AND HALFMOON BAY FIRE PROTECTION RESCUE APPARATUS REPLACEMENT ALTERNATIVE APPROVAL PROCESS

---

### RECOMMENDATIONS

- (1) THAT the report titled Community Recreation Roof Renewal and Halfmoon Bay Fire Protection Rescue Apparatus Replacement Alternative Approval Process be received for information;
  - (2) AND THAT an Alternative Approval Process be conducted with respect to the elector approval required for Loan Authorization Bylaw Nos. 741 and 742 and participating area approval be obtained for their entire proposed service areas as follows:
    - a. the total number of eligible electors to which the Alternative Approval Process applies is determined to be:
      - i. 24,086 within the Community Recreation Facilities service area for which a 10% threshold = 2,408 (Bylaw No. 741)
      - ii. 2,349 within the Halfmoon Bay Fire Protection service area (a portion of Electoral Area B) for which a 10% threshold = 234 (Bylaw No. 742)
  - (3) AND THAT with respect to Bylaw Nos. 741 and 742, the Elector Response Forms be established and approved as presented;
  - (4) AND THAT the deadline for receiving elector responses be July 17, 2023 at 4:30 pm, following the 30-day statutory elector response period;
  - (5) 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;
  - (6) AND 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
  - (7) AND FURTHER THAT this recommendation be forwarded to the April 27, 2023 Board meeting for adoption.
-

**BACKGROUND**

The purpose of this report is to introduce the legislative requirements, process and proposed schedule to move forward with seeking elector approval to authorize long-term borrowing for the Community Recreation Roof Renewal and Halfmoon Bay Fire Protection Rescue Apparatus Replacement projects.

**DISCUSSION**

*Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023 and Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023* were given three readings at the regular Board meeting of April 6, 2023. Both bylaws have been submitted to the province for Inspector of Municipalities approval. Once approval from the province is received, the Alternative Approval Process (AAP) may be initiated.

A schedule for an AAP (Attachment A) has been prepared for review and adoption of the deadline for receiving elector response forms. Elector response forms (Attachment B and Attachment C) have been drafted for review and Board approval.

The number of eligible electors was calculated by using the number of resident electors on the Provincial voters list in the Service Area, as received from Elections BC on March 13, 2023, and adding the number of non-resident property electors currently registered for properties within the Service Area, excluding those property owners who also reside within the Service Area. These figures must be adopted by the Board. Approval of the electors by AAP is obtained if the number of elector responses received by the established deadline is less than 10% of this total.

Staff have calculated the total number of electors of the area to which the approval process applies as follows:

<b>Service Area</b>	<b>Total Eligible Electors</b>	<b>Threshold (10%)*</b>
Community Recreation Facilities Service (Calculated for Electoral Areas B, D, E, and F, not including islands, District of Sechelt, Town of Gibsons, shishálh Nation Government District)	Resident Electors = 24,044 Non-Resident Property Electors = 42 <b>Total Eligible Electors = 24,086</b>	<b>2,408</b>
Halfmoon Bay Fire Protection Service (Calculated for a portion of Electoral Area B, not including islands)	Resident Electors = 2,335 Non-Resident Property Electors = 14 <b>Total Eligible Electors = 2,349</b>	<b>234</b>

\*If the number of elector response forms received surpasses the 10% threshold, elector approval is not obtained and the SCRDC cannot move forward with long-term borrowing. The SCRDC may either call an assent vote within 80 days of the AAP deadline or abandon the loan authorization bylaws.

*Financial Implications*

The cost of statutory advertising for the AAP is estimated to be \$2,000 (2 full page ads) which will be equally funded by the Community Recreation and Halfmoon Bay Fire Protection service budgets.

*Communications Strategy*

In addition to statutory advertising, information packages will be prepared prior to the start of the AAP. Each information package will include a copy of the loan authorization bylaw and the AAP formal notice as well as information on the Project and a comparison of cost implications for long-term borrowing. Information packages will be made available on the Sunshine Coast Regional District (SCRD) website and at the SCRD Administration office (1975 Field Road).

**STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

Staff recommend the Board adopt the recommendations relating to the AAP. If less than 10% of electors within each service area sign and submit a completed elector response form by the deadline, elector approval is deemed to have been obtained and the Board may proceed to adopt the bylaws.

**ATTACHMENTS:**

**Attachment A:** Schedule for Alternative Approval Process

**Attachment B:** Elector Response Form - Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw

**Attachment C:** Elector Response Form - Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw

Reviewed by:			
Manager		Finance	
GM	X – I. Hall	Legislative	
CAO		Other	

ATTACHMENT A

**Schedule for Alternative Approval Processes**

*Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023*  
 AND  
*Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023*

Date	Action
Apr 6	<i>Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023 &amp; Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023</i> receive 3 <sup>rd</sup> readings
Apr 11	Bylaws forwarded to Ministry of Municipal Affairs and Housing for approval of the Inspector of Municipalities (up to 8 weeks response time)
Jun 9	First Notice of AAP published
Jun 16	Second Notice of AAP published
Jul 17	Deadline for submission of AAP forms
Jul 27	Report on results of AAP
Jul 27	Adopt Bylaw No. 741 if less than 2,408 elector responses submitted, and / or Adopt Bylaw No. 742 if less than 234 elector responses submitted
Aug 28	Apply for Certificate of Approval (COA) following 30 day quashing period (Aug 26 concludes 30-day period)
Subject to receipt of COA	Security Issuing Bylaw (typically brought forward for readings once project(s) conclude but is subject to cash flow requirements)
	Apply for Certificate of Approval following 10 day quashing period



**ATTACHMENT B**  
**SUNSHINE COAST REGIONAL DISTRICT**

**ELECTOR RESPONSE FORM**

**Alternative Approval Process for *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023***

By completing this elector response form, I **OPPOSE** the Regional District Board’s intention to adopt *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023* which authorizes the borrowing of up to \$3,456,200 to be repaid over a period not exceeding 10 years to finance the costs of the Community Recreation Facilities Roof Renewal project, unless a vote is held.

I certify that:

- I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the Community Recreation Facilities Service Area (Electoral Areas B – Halfmoon Bay, D – Roberts Creek, E - Elphinstone, F – West Howe Sound, not including islands, the District of Sechelt, the Town of Gibsons and the shíshálh Nation Government District);
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am **OPPOSED** to the adoption of *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023* unless a vote is held.

<b>Full Name of Elector (please print):</b>	
<b>Full Residential Address of Elector Street address including Postal Code: (please print)</b>	
<b>Signature of Elector:</b>	
<b>Date:</b>	

- Choose one:**  I am a resident elector (see reverse for elector eligibility requirements)  
 I am a non-resident property elector who lives in another community and owns property in the Sunshine Coast Regional District service area at:

\_\_\_\_\_ (street address including postal code)

\_\_\_\_\_ (see reverse for elector eligibility requirements)

This Elector Response Form **MUST** be received at the Sunshine Coast Regional District office **ON OR BEFORE 4:30 PM, MONDAY, July 17, 2023.**

Signed Elector Response Forms may only be returned in the following ways:

- **by mail, or delivered in person** to the SCRD Administration Office at 1975 Field Road, Sechelt, BC V7Z 0A8 from Monday through Friday from 8:30 am to 4:30 pm, excluding statutory holidays;
- **by deposit in the mail drop slot** located on the east side of the SCRD Field Road Administration Office 24 hours per day/7 days a week; or,
- **by emailing a legible signed scanned copy** with the subject header “Elector Response Form” to [legislative@scrd.ca](mailto:legislative@scrd.ca)

Approval of the electors by alternative approval process is obtained if less than **2,408** elector responses are received by the stated deadline. SCRD office hours for in-person service related to the AAP are:  
 Monday to Friday 8:30 am – 4:30 pm excluding Statutory Holidays or by calling 604-885-6800

## INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

### RESIDENT ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

### NON-RESIDENT PROPERTY ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a registered owner of real property in the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common are individuals who are not holding the property in trust for a corporation or another trust; and
- not entitled to register as a resident elector in the jurisdiction of the Sunshine Coast Regional District for which the vote is taking place; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals may, with the written consent of the majority of the owners, register as a non-resident property elector; and**
- **a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

**NOTE:** No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.



ATTACHMENT C  
**SUNSHINE COAST REGIONAL DISTRICT**

**ELECTOR RESPONSE FORM**

**Alternative Approval Process for *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023***

By completing this elector response form, I **OPPOSE** the Regional District Board’s intention to adopt *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023* which authorizes the borrowing of up to \$623,200 to be repaid over a period not exceeding 10 years to finance the costs of the Rescue 1 Fire Apparatus Replacement project, unless a vote is held.

I certify that:

- I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the Halfmoon Bay Fire Protection Service Area (a portion of Electoral Area B – Halfmoon Bay, not including islands);
- I have not previously signed an Elector Response Form with respect to this Bylaw; and
- I am **OPPOSED** to the adoption of *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023* unless a vote is held.

<b>Full Name of Elector (please print):</b>	
<b>Full Residential Address of Elector Street address including Postal Code: (please print)</b>	
<b>Signature of Elector:</b>	
<b>Date:</b>	

- Choose one:**  I am a resident elector (see reverse for elector eligibility requirements)  
 I am a non-resident property elector who lives in another community and owns property in the Sunshine Coast Regional District service area at:

\_\_\_\_\_ (street address including postal code) \_\_\_\_\_ (see reverse for elector eligibility requirements)

This Elector Response Form **MUST** be received at the Sunshine Coast Regional District office **ON OR BEFORE 4:30 PM, MONDAY, July 17, 2023.**

- Signed Elector Response Forms may only be returned in the following ways:
- **by mail, or delivered in person** to the SCRD Administration Office at 1975 Field Road, Sechelt, BC V7Z 0A8 from Monday through Friday from 8:30 am to 4:30 pm, excluding statutory holidays;
  - **by deposit in the mail drop slot** located on the east side of the SCRD Field Road Administration Office 24 hours per day/7 days a week; or,
  - **by emailing a legible signed scanned copy** with the subject header “Elector Response Form” to [legislative@scrd.ca](mailto:legislative@scrd.ca)

Approval of the electors by alternative approval process is obtained if less than **234** elector responses are received by the stated deadline. SCRD office hours for in-person service related to the AAP are:  
 Monday to Friday 8:30 am – 4:30 pm excluding Statutory Holidays or by calling 604-885-6800

## INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

### RESIDENT ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law.

### NON-RESIDENT PROPERTY ELECTORS:

- age 18 or older; and
- a Canadian citizen; and
- a resident of British Columbia for at least 6 months immediately before signing this elector response form; and
- a registered owner of real property in the jurisdiction of the Sunshine Coast Regional District for which the AAP is taking place for at least 30 days immediately before signing this elector response form; and
- the only persons who are registered owners of the real property, either as joint tenants or tenants in common are individuals who are not holding the property in trust for a corporation or another trust; and
- not entitled to register as a resident elector in the jurisdiction of the Sunshine Coast Regional District for which the vote is taking place; and
- not disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- **if there is more than one registered owner of the property (either as joint tenants or tenants in common), only one of those individuals may, with the written consent of the majority of the owners, register as a non-resident property elector; and**
- **a person may only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.**

**NOTE:** No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.



## NOTICE OF MOTION -Mayor John R Henderson. April 20, 2023

## WHEREAS:

- The majority of the residents of the Sunshine Coast depend on water supplied from the SCRD Regional Water System
- The drought situations in recent years and the need to implement severe water restrictions demonstrate that this is an ongoing emergency situation
- The official Water Sourcing Policy of the SCRD adopted in May 2018 states that
  - *The SCRD intends to supply sufficient water at **Stage 2** levels throughout the year to communities dependent on water from the Chapman Creek System.*
  - *Emergency circumstances could result in increased Stage levels.*
  - *If, due to emergency circumstances, the water supply for Chapman Creek is completely unavailable, the SCRD strives to have adequate alternative water supply sources available to address all essential community water demands for at least one week.*
- The current water levels are lower than at this time in 2022 and in 2021
- The users of water from the Chapman Regional Water System need to fully understand the scenarios with respect to water supply and demand, so they can prepare for all possibilities
- The staff report "Chapman System Water Supply Scenarios" provided to the Board on 6 April 2023 did not reference the SCRD's Water Sourcing Policy, is not easily interpreted by the public and may be based on unrealistic assumptions including:
  - The analysis provided showed that adding water supply from Church Road made no difference in when restrictions went from Stage 2 to 3, thus it does not advance the Water Sourcing Policy goal of remaining in Stage 2
  - There remains considerable uncertainty with respect to the capacity and availability of the Church Road Well due to construction challenges, pending approvals from the Province and assessment of the impact on Soames Creek
  - there is no signed bulk water agreement with the Town of Gibsons for the supply of water, recognizing that in the past they have never provided more than 1,000 m<sup>3</sup> per day, that there is not clarity as to when (at what water restriction stage) they would consider providing supply and at what cost
  - There is considerable uncertainty and unpredictability as to the availability of water from Grey Creek due to potential turbidity
  - There is no agreement with the Province on reducing the EFN for 2023
  - The permits for the use of the Chapman and Edwards Lake siphons have not been approved for 2023
  - The trigger for coming off Stage 4 restrictions is based on weather event(s) which may or may not happen on the same date as in 2022

THEREFORE, moved that the SCRD board directs staff to complete and present the following reports:

1. Not later than May 15<sup>th</sup>, 2023, an updated report on Chapman System Water Supply Scenarios providing additional information and detailing the projections for water supply for 2023 based on at least the following scenarios:
  - a. Weather conditions similar to 2021
  - b. Weather conditions similar to 2022

- c. Accounting for the Church Road being available on July 1 and operating at 3,000m<sup>3</sup>/day
- d. Assuming no saving in water use from the installation of water meters in Sechelt (on the basis that the bulk of the meters will not be installed until sometime in 2024 or later.)
- e. And that staff explicitly outline their contingency plans in the event that the Chapman / Edwards Lake water supply is exhausted

The report detail to include, for 2021 and 2022:

1. A time chart showing the potable and EFN water use per day
  2. A chart showing the dates of different water restriction Stages and the State of Emergency, both as they happened previously and then again with the addition of Church Rd.
  3. per the Water Sourcing Policy, a list of which water sources were enacted at which stage, and how much they supplied (average m<sup>3</sup>/day for the period), as they happened and then again assuming the addition of Church Road well at 3,000m<sup>3</sup>
  4. per the Water Sourcing Policy, how much additional water – over and above the 3,000m<sup>3</sup>/day of Church Rd, would have been needed to stay within Stage 2 for the 2021 and 2022 seasons.
2. Not later than June 15<sup>th</sup>, 2023, that the staff produce and provide a comprehensive report to the board updating the 2018 Water Demand Analysis, to incorporate the data of the last five years, and specifically the consequences from the drought period extending to mid December as experienced in 2022. This report to include updated Water Supply Deficit amounts along with:
    - a. the size that would be needed for a Raw Water Reservoir to close the projected deficit for 2025, 2035 and 2050.
    - b. The amount of groundwater (in m<sup>3</sup>/day) that would be needed to close the Water Supply Deficit in those same years in the absence of a Raw Water Reservoir