



# SUNSHINE COAST REGIONAL DISTRICT



REGULAR BOARD MEETING TO BE HELD  
IN THE BOARDROOM OF THE SUNSHINE COAST  
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHULT, B.C.

THURSDAY, MAY 25, 2023

## AGENDA

CALL TO ORDER 4:00 p.m.

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of May 11, 2023

Annex A  
Pages 3-11

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

3. Committee of the Whole recommendation Nos.1-7 of May 11, 2023  
Annex B  
pp 12 - 14
4. Electoral Area Services Committee recommendation Nos. 1-9 of  
May 18, 2023  
Annex C  
pp 15 - 17
5. 2023 Union of British Columbia Municipalities (UBCM) Resolutions  
– Executive Assistant  
Annex D  
pp 18 - 20  
**(Voting – Electoral Area Directors – one vote each)**
6. Placement of Notice on Title – Chief Building Official  
Annex E  
pp 21- 23  
**(Voting – All Directors – one vote each)**
7. Henry and Chaster Road Watermain Replacement Asphalt Work  
Services (2137008) – Contract Amendment No. 4  
Annex F  
pp 24 - 26  
**(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2,  
F-2, Sechelt -6, Gibsons-3, sNGD-1)**

### COMMUNICATIONS

### MOTIONS

### BYLAWS

### DIRECTORS' REPORTS

**NEW BUSINESS****IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (g), (k) of the *Community Charter* – “personal information about an identifiable individual...”; “litigation or potential litigation...”; “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages ...”.

**ADJOURNMENT**



# SUNSHINE COAST REGIONAL DISTRICT

May 11, 2023

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

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<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Community Services		S. Gagnon
	GM, Infrastructure Services (Acting)		M. Brown (in part)
	Manager, Strategic Initiatives		M. Edbrooke (in part)
	Manager, Utility Services		S. Walkey (in part)
	Manager, Capital Projects		B. Shoji (in part)
	Manager, Purchasing and Risk Management		V. Cropp (in part)
	Manager, Capital Projects		S. Misiurak
	Capital Projects Engineer		S. Wijayabandaraach (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Electoral Area A, Alternate Director		C. Alexander
	Electoral Area B, Alternate Director		L. Dix (in part)
	Media		1
	Public		1

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

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**CALL TO ORDER**     1:45 p.m.

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

110/23                 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

Minutes               **It was moved and seconded**

111/23                 THAT the Regular Board meeting minutes of April 27, 2023 be adopted.

**CARRIED**

**REPORTS**

COW

**It was moved and seconded**

112/23

THAT Committee of the Whole recommendation Nos. 1-7 and 11-14 of April 27, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Budget Project Status Report*

THAT the report titled Budget Project Status Report – April 2023 be received for information.

**Recommendation No. 2**     *Public Participation Summary – Community Climate Action Plan*

THAT the report titled Public Participation Summary – Community Climate Action Plan be received for information.

**Recommendation No. 3**     *Draft Community Climate Action Plan*

THAT the report titled Draft Community Climate Action Plan be received for information;

AND THAT a message from the Board be included in the Community Climate Action Plan;

AND FURTHER THAT the draft Community Climate Action Plan be referred to the Town of Gibsons, District of Sechelt, shíshálh Nation, and Sk̓wxwú7mesh Úxwumixw for comment.

**Recommendation No. 4**     *Farms and Sunshine Coast Regional District Water Use*

THAT the report titled Farms and Sunshine Coast Regional District Water Use be received for information.

**Recommendation No. 5**     *Proposed Amendments to Sunshine Coast Regional District Water Rates and Regulations Bylaw No. 422, 1994*

THAT the report titled Proposed Amendments to Sunshine Coast Regional District (SCRD) Water Rates and Regulations Bylaw No. 422, 1994 be received for information;

AND THAT staff review the following “Commercial Farms” definition giving consideration to the language proposed by the Farmers’ Institute with respect to defining food producing farms in the SCRD Water Rates and Regulation Bylaw No. 422:

“A property that grows food for commercial sale and:

- a) has earned farm classification status as per Section 23 of the *Assessment Act*; or

112/23 cont.

- b) does not have farm classification status but can demonstrate substantial commercial sale of food crops with receipts or other proof of food crop cultivation and harvest, such as satellite imagery.”

**Recommendation No. 6**      *Proposed Amendments to Sunshine Coast Regional District Water Rates and Regulations Bylaw No. 422, 1994*

THAT staff amend Water Rates and Regulations Bylaw No. 422 to incorporate the following:

- new provision to allow the Sunshine Coast Regional District (SCRD) to temporarily stop business activities that use high volumes of water in Stage 4 Water Conservation Regulations, at the discretion of the Engineer;
- Class 9 Commercial Farms must pay the metered rate starting Q1 2024;

AND THAT staff complete the water rate structure review study and present the results to the Board by Q3 2023.

**Recommendation No. 7**      *Chapman Creek Water Treatment Plant On-Site Hypochlorite Generation Project – Contract Amendment No. 6*

THAT the report titled Chapman Creek Water Treatment Plant On-Site Hypochlorite Generation Project – Contract Amendment No. 6 be received for information;

AND THAT the contract with Associated Engineering Ltd. Be amended with an increase of up to an additional \$50,000, for a total not to exceed \$354,348 (excluding GST), which includes a contingency of \$35,987;

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

**Recommendation No. 11**      *Fire Truck Transfer to Egmont and District Fire Protection*

THAT the report titled Fire Truck Transfer to Egmont and District Fire Protection be received for information;

AND THAT Egmont and District Fire Protection [218] be approved to receive an internal vehicle transfer (Unit 371) from Gibsons and District Fire Protection [210];

AND THAT \$10,000 be approved from operating reserves to transfer between functions for the fair market value of the vehicle;

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

112/23 cont.      **Recommendation No. 12**      *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from January 1, 2023 to March 31, 2023 be received for information.

**Recommendation No. 13**      *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending March 31, 2023 be received for information.

**Recommendation No. 14**      *Ministry of Housing Request for Documenting Potential Municipal Land for Housing*

THAT the correspondence dated March 24, 2023 from Jen Ford, President, Union of British Columbia Municipalities regarding the Ministry of Housing request for documenting potential municipal land for housing be received for information.

**CARRIED**

EAS      **It was moved and seconded**

113/23      THAT Special Electoral Area Services Committee recommendation Nos. 1-2 of May 4, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *2023 Electoral Areas' Grant-in-Aid*

THAT the report titled 2023 Electoral Areas' Grant-in-Aid (GIA) be received for information.

**Recommendation No. 2**      *2023 Electoral Areas' Grant-in-Aid De-Brief and Policy Discussion*

THAT staff report to a future Electoral Area Services Committee with a 2023 Electoral Areas' Grant-in-Aid debrief;

AND THAT the Electoral Areas' Grant-in-Aid Policy be brought forward for discussion to the next Board Policy Review Committee meeting.

**CARRIED**

Drywall Remediation  
Contract Award

**It was moved and seconded**

114/23      THAT the report titled Request for Proposal (RFP) 2235016 Contract Award – Drywall Remediation Services at New West Gypsum be received for information;

AND THAT the Contract Award for Drywall Remediation Services at New West Gypsum be awarded to Kinetic Environmental Ltd. at a value of up to \$180,000 (excluding GST);

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

**CARRIED**

## Engineering Services

Contract Award **It was moved and seconded**

115/23

THAT the report titled Engineering Services for Upgrades to McNeill, Chapman, and Edwards Lake Dams - Contract Amendment No. 2 be received for information;

AND THAT the project contract for the McNeill Lake Dam Upgrades Engineering Services be increased from \$126,026 to \$209,419 (plus GST);

AND THAT the project contract for the Chapman Lake and Edwards Lake Dams Upgrades Engineering Services be increased from \$222,745 to \$378,301 (plus GST);

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

**CARRIED**

## Landscaping

Contract Extension **It was moved and seconded**

116/23

THAT the report titled 1911601 Landscaping and Lawncare Services – Contract Extension be received for information;

AND THAT the contract with Michael Joseph Clarke d.b.a. Clarke Commercial Lawn and Garden for lawncare and landscaping services, be extended for up to an additional two (2) year period to May 31, 2025;

AND THAT the contract with Michael Joseph Clarke d.b.a. Clarke Commercial Lawn and Garden be increased from \$232,183 to \$405,594 (not including GST);

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

**CARRIED**

## Church Road

Contract Amendment **It was moved and seconded**

117/23

THAT the report titled Church Road Phase 4B Construction Management Services Contract Amendment (2237001) be received for information;

AND THAT the contract with Associated Environmental Inc. be increased up to an additional \$222,592 for a total not to exceed \$1,520,000 (excluding GST), which includes a \$63,897 contingency allowance;

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

117/23 cont. AND THAT the Church Road Phase 4B budget be increased by \$300,000 from \$9,270,000 to \$9,570,000 and funded from Regional Water [370] Capital Reserves;

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

**CARRIED**

## **COMMUNICATIONS**

Forest Tenure  
Dispositions

**It was moved and seconded**

118/23 THAT the correspondence from Doug Kelly, Director, Ministry of Forests, Forest Tenures Branch, dated March 14, 2023 regarding Interfor Corporation's tenure dispositions in coastal British Columbia be received for information.

**CARRIED**

Gas Tax Projects

**It was moved and seconded**

119/23 THAT the correspondence from Mayor White, Town of Gibsons, dated March 15, 2023 regarding gas tax projects be received for information.

**CARRIED**

Student Transit Fees **It was moved and seconded**

120/23 THAT the correspondence from Mayor White, Town of Gibsons, dated March 27, 2023 regarding student transit fees be received for information.

**CARRIED**

Squamish Nation  
News Release

**It was moved and seconded**

121/23 THAT the news release from Skwxwú7mesh Úxwumixw Squamish Nation, dated March 29, 2023 titled 'Creating Sustainable and Shared Prosperity for Future Generations' be received for information.

**CARRIED**

Metro Vancouver  
Solid Waste Plan

**It was moved and seconded**

122/23 THAT the correspondence from George Harvie, Chair, Metro Vancouver Board, dated March 30, 2023 regarding 'Vision and Guiding Principles Engagement: Metro Vancouver's Solid Waste Management Plan Update' be received for information;

AND THAT the correspondence be added to an upcoming Solid Waste Management Plan Public and Technical Advisory Committee agenda.

**CARRIED**



**MOTIONS**

PTAC Resignation      **It was moved and seconded**

123/23                      THAT the resignation of Elizabeth Turner from the Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) be received.

**CARRIED**

**DIRECTORS REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:22 p.m.*

**IN CAMERA                      It was moved and seconded**

124/23                      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”;

AND THAT Christine Alexander, Alternate Director for Area A, be authorized to attend the May 11, 2023 In Camera Board meeting.

**CARRIED**

*The Board moved out of In Camera at 2:31 p.m.*

**RELEASE OF ITEMS FROM IN CAMERA**

2023 Grant-in-Aid      **It was moved and seconded**

125/23                      THAT the 2023 electoral Areas' GIA approval letters include the total grant award and a list of the funders who contributed rather than individual amounts;

AND THAT the 2023 Electoral Areas' GIA allocations be approved as follows:

Brigade Bay Homeowner's Society	\$3,000
British Columbia Conservation Foundation	\$3,400
Coast Recital Society (The)	\$500
Coast Rogue Arts Society	\$3,450
Deer Crossing: The Art Farm Society (Copper Circle Project)	\$1,750
Deer Crossing: The Art Farm Society (Imagination Network)	\$1,500
Gambier Community Centre Society	\$1,600
Gambier Island Conservancy	\$4,780
Gibsons Landing Heritage Society	\$5,000
Gibsons Marine Education Centre Society	\$2,300
Gibsons Public Art Gallery	\$2,000

125/23 cont.	Halfmoon Bay Child Care Centre Society	\$4,980
	Loon Foundation (The)	\$3,500
	One Straw Society	\$4,000
	Pender Harbour Community Club	\$4,150
	Pender Harbour Living Heritage Society (Archives)	\$3,300
	Pender Harbour Living Heritage Society (Pender Harbour Days)	\$2,750
	Pender Harbour Music Society	\$5,000
	Restorative Justice Program of the Sunshine Coast	\$3,800
	Roberts Creek Community Association: Earth Day	\$1,000
	Roberts Creek Community Association: Slow Sundays	\$1,500
	Roberts Creek Mandala Society	\$4,350
	Serendipity Child Development Society	\$5,000
	Society for the Protection of Sargeant Bay	\$5,000
	Special Olympics BC - Sunshine Coast	\$2,000
	Suncoast Woodcrafters Guild	\$500
	Sunset Estates at Long Bay Owners Society	\$626
	Sunshine Coast Arts Council	\$3,000
	Sunshine Coast Community Services Society	\$5,000
	Sunshine Coast Conservation Association	\$2,300
	Sunshine Coast Dance Society (The)	\$3,000
	Sunshine Coast Driftwood Players	\$2,500
	Sunshine Coast Festival of the Performing Arts	\$4,500
	Sunshine Coast Hospice Society	\$5,000
	Sunshine Coast Jazz and Entertainment Society	\$2,500
	Sunshine Coast Resource Centre Society	\$5,000
	Sunshine Coast Trails Society	\$3,500

AND FURTHER THAT the Sunshine Coast Skating Club application be denied due to the purpose not aligning with the Electoral Areas' Grant-in-Aid Board Policy.

### **CARRIED**

Sargeant Bay  
Grant-in-Aid

**It was moved and seconded**

126/23

THAT a letter be written to the Society for the Protection of Sargeant Bay (the applicant) to advise of their successful grant request;

AND THAT the letter express that approval for funding the construction of a fish ladder in Colvin Creek was based on the following:

- the applicant's assurance to the Sunshine Coast Regional District (SCRD) Board that the project has the approval of the Department of Fisheries and Oceans including engineering specifications;
- that the applicant has obtained the relevant permitting required;
- that the applicant confirms that the shíshálh Nation has been consulted as stated in the application; and,

126/23 cont.

- that the applicant confirms they have advocated to the Federal Government for funding for this work and if required the SCRD would provide letters of support for this project;

AND FURTHER THAT the letter to the applicant be copied to Patrick Weiler, Member of Parliament for West Vancouver-Sunshine Coast-Sea to Sky Country.

**CARRIED**

## **ADJOURNMENT**

127/23

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:32 p.m.

Certified correct

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

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

\_\_\_\_\_  
Chair

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

**May 11, 2023**

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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.

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<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	L. Lee J. Gabias K. Backs D. McMahon K. Stamford S. White D. Inkster
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid (part)
	General Manager, Corporate Services		T. Perreault
	Acting General Manager, Infrastructure Services		M. Brown (part)
	General Manager, Planning and Development		I. Hall (part)
	General Manager, Community Services		S. Gagnon (part)
	Emergency Management Coordinator		N. Hughes (part)
	Manager, Protective Services		M. Treit (part)
	Manager, Facility Services		A. van Velzen (part)
	Manager, Recreation Services		G. Donn (part)
	Manager, Utility Services		S. Walkey (part)
	Manager, Capital Projects		S. Misiurak (part)
	Manager, Communications and Engagement		A. Buckley (part)
	Manager, Asset Management		K. Doyle (part)
	Chief Building Official		B. Kennett (part)
	Alternate Director, Area A		C. Alexander
	Alternate Director, Area B		L. Dix
	Alternate Director, District of Sechelt		J. Henderson
	Recording Secretary		L. Mosimann
	Media		1
	Public		43 (part)

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

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**CALL TO ORDER** 9:35 a.m.

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

**IN CAMERA**

*The Committee moved In-Camera at 9:36 a.m.*

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) (k) of the *Community Charter* – “litigation or potential litigation affecting the municipality;” “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.”

AND THAT Area A Alternate Director Alexander, Area B Alternate Director Dix, and District of Sechelt Alternate Director Henderson, be authorized to attend the May 11, 2023 In Camera Committee of the Whole meeting.

*The Committee moved out of In Camera at 10:41 a.m.*

**PRESENTATIONS AND DELEGATIONS**

*Ian Becking, Director, Calian, presented the Committee with the Sunshine Coast Regional District Evacuation Route Plan for Bay/Bluff Area Gibsons, Tuwanek, and Egmont.*

*Shane Walkey, Manager, Utility Services, presented the Committee with the Water Supply Update for May 11, 2023.*

*The Committee recessed at 11:45 a.m. and reconvened at 11:50 a.m.*

*Stu Frizzell, President, Darnelda Siegers, Board Director, and Rick Hopper, of the Sunshine Coast Junior Hockey Society, presented the Committee with an update to the Sunshine Coast Junior Hockey Franchise.*

**Recommendation No. 1**      *Sunshine Coast Junior Hockey Franchise Update*

The Committee of the Whole recommended that the report titled Sunshine Coast Junior Hockey Franchise Update be received for information;

AND THAT the SCRD Board confirm that staff are to continue working with the Sunshine Coast Junior Hockey Society and the Coastal Sports and Entertainment Group to further the development of the legal documentation required to outline the roles and responsibilities of each party as per the considerations adopted by resolution 174/22, Recommendation No. 11 at the June 23, 2022 Board meeting and further outlined in Attachment A of this report;

AND THAT the Board approve entering into a 5-year agreement with the Coastal Sports and Entertainment Group that includes priority ice allocations and confirmation of Junior ice rentals at a newly established rental rate of \$120 per hour for the first season, with an annual increase of up to 5% in each subsequent season;

AND THAT subject to entering into a 5-year agreement with the Coastal Sports and Entertainment Group, SCRD Recreation Fees and Charges Bylaw No. 599 be amended to incorporate a new Junior Ice Rental Rate of \$120.00 per hour in year one, increasing annually by 5% every August 1;

AND FURTHER THAT a letter of support be provided to the Sunshine Coast Junior Hockey Society that confirms the SCRD's support for their proposal for a Junior Hockey franchise.

**REPORTS****Recommendation No. 2**     *Hopkins Landing Waterworks District*

The Committee of the Whole recommended that the report titled Hopkins Landing Waterworks District be received for information;

AND THAT a grant application of up to \$15,000 be submitted on behalf of the Sunshine Coast Regional District for the Hopkins Landing Waterworks District to fund a condition assessment and feasibility study through the Infrastructure Planning Grant Program (IPGP);

AND FURTHER THAT a letter be sent to Hopkins Landing Waterworks District seeking a letter of support for the grant application and confirmation they'll fund expenses not covered by the IPGP grant if successful.

**Recommendation No. 3**     *2023 Union of British Columbia Municipalities (UBCM) Resolutions*

The Committee of the Whole recommended that the report titled 2023 Union of British Columbia Municipalities (UBCM) Resolutions, Annex C, be referred to the May 25, 2023, Board meeting.

**Recommendation No. 4**     *Halfmoon Bay Community Hall Project Update*

The Committee of the Whole recommended that the report titled Halfmoon Bay Community Hall Project Update be received for information.

**Recommendation No. 5**     *Infrastructure Services Department – 2023 Q1 Report*

The Committee of the Whole recommended the report titled Infrastructure Services Department – 2023 Q1 Report be received for information.

**Recommendation No. 6**     *Planning and Development Department 2023 Q1 Report*

The Committee of the Whole recommended that the report titled Planning and Development Department 2023 Q1 Report be received for information.

AND THAT all future Planning and Development Department Quarterly Reports be provided via email notification to all area Advisory Planning Commissions.

**Recommendation No. 7**     *Community Services Department 2023 Q1 Report*

The Committee of the Whole recommended that the report titled Community Services Department 2023 Q1 Report be received for information.

**ADJOURNMENT**                      12:53 p.m.

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Committee Chair

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

**May 18, 2023**

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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.

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<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
	General Manager, Planning and Development		I. Hall
	General Manager, Community Services		S. Gagnon (part)
	Chief Financial Officer		T. Perreault (part)
	Manager, Planning and Development		J. Jackson (part)
	Planner II		C. Humphries (part)
	Senior Planner		J. Clark (part)
	Manager, Parks Services		K. Clarkson (part)
	Alternate Director, Area A		C. Alexander
	Alternate Director, Area B		L. Dix
	Recording Secretary		L. Mosimann
	Media		0
	Public		3 (part)

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

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**CALL TO ORDER** 9:31 a.m.

**AGENDA** The agenda was adopted as presented

**DELEGATIONS**

*Annie Wise, Executive Director, Sunshine Coast Tourism addressed the Committee regarding the 2023 Multiple Regional District Tax One-Year Tactical Plan.*

**Recommendation No. 1** Sunshine Coast Tourism Delegation

The Electoral Area Services Committee recommended that the delegation materials from Sunshine Coast Tourism be received for information.

*The Committee recessed at 10:32 a.m. and reconvened at 10:38 a.m.*

**REPORTS****Recommendation No. 2**      *Development Approvals Process Review (DAPR) Project Update*

The Electoral Area Services Committee recommended that the report titled Planning Enhancement Project 1 (PEP1): Development Approvals Process Review (DAPR) Project Update be received for information.

**Recommendation No. 3**      *Project Overview: Planning Enhancement Project 2 (PEP2) - Official Community Plan Renewal*

The Electoral Area Services Committee recommended that the report titled Project Overview: Planning Enhancement Project 2 (PEP2) - Official Community Plan Renewal be received for information.

**Recommendation No. 4**      *Development Permit Application DP000280 (818 Geddes Road, Roberts Creek)*

The Electoral Area Services Committee recommended that the report titled Development Permit Application DP000280 (818 Geddes Road, Roberts Creek) be received for information;

AND THAT the Development Permit DP000280 for Development Permit Area 8 (Agricultural Buffering) be authorized for issuance, subject to the following conditions:

1. Completion of a survey, prepared by a B.C. Land Surveyor, delineating the agricultural buffer area;
2. Registration of a restrictive covenant limiting activity within the agricultural buffer;
3. Enhancement and restoration of the agricultural buffer area in accordance with the Planting Plan; and
4. Provision of a security deposit to SCRD based on 50 percent of the estimated cost of the landscape works, in accordance with the Roberts Creek Official Community Plan, Bylaw No. 641. The security deposit will be refunded after one full growing season and upon confirmation that the landscape works have been completed in a manner acceptable to the Manager, Planning and Development.

**Recommendation No. 5**      *Cliff Gilker Sports Field Turf Recovery*

The Electoral Area Services Committee recommended that the report titled Cliff Gilker Sports Field Turf Recovery be received for information;

AND THAT the Cliff Gilker Sports Field be closed for use until the fall of 2024;

AND FURTHER THAT staff submit budget proposals for a turf recovery program as well as hooking up the irrigation system to the onsite well, for the Boards consideration during the 2024 budget deliberations.

*Director Backs opposed.*



**Recommendation No. 6**      *Egmont/Pender Harbour (Area A) Advisory Planning Commission Meeting Minutes of April 26, 2023*

The Electoral Area Services Committee recommended that the Egmont/Pender Harbour Advisory Planning Commission meeting minutes of April 26, 2023 be received for information.

**Recommendation No. 7**      *Halfmoon Bay (Area B) Advisory Planning Commission Meeting Minutes of April 25, 2023*

The Electoral Area Services Committee recommended that the Halfmoon Bay Advisory Planning Commission meeting minutes of April 25, 2023 be received for information.

**Recommendation No. 8**      *West Howe Sound APC Meeting Minutes of April 26, 2023*

The Electoral Area Services Committee recommended that the West Howe Sound Advisory Planning Commission meeting minutes of April 26, 2023 be received for information.

**Recommendation No. 9**      *Elphinstone (Area E) Advisory Planning Commission Meeting Minutes of April 26, 2023*

The Electoral Area Services Committee recommended that the Elphinstone Advisory Planning Commission meeting minutes of April 26, 2023 be received for information.

**IN CAMERA**

*The Committee moved In-Camera at 11:22 a.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.”

AND THAT Area A Alternate Director Alexander and Area B Alternate Director Dix be authorized to attend the May 18, 2023 In Camera Electoral Area Services Committee meeting.

*The Committee moved out of In-Camera at 11:27 a.m.*

**ADJOURNMENT**                      11:27 a.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Regular Board – May 25, 2023

**AUTHOR:** Christine Armitage, Executive Assistant

**SUBJECT:** 2023 UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM) RESOLUTIONS

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### RECOMMENDATION(S)

- (1) **THAT the report titled 2023 Union of British Columbia Municipalities (UBCM) Resolutions be received for information;**
  - (2) **AND THAT the Board identify resolutions to be prepared for the 2023 UBCM Convention.**
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### BACKGROUND

The UBCM Convention is scheduled to be held from September 18-22, 2023, in Vancouver, BC. The annual convention provides members with the opportunity to bring forward issues and concerns from their communities through resolutions and debate.

UBCM urges members to submit resolutions through their Area Associations for consideration. The Sunshine Coast Regional District (SCRD) submitted one resolution through the Association of Vancouver Island and Coastal Communities (AVICC) as follows:

1. Modernization of the *Local Government Act*

Further to the above, at the March 9, 2023, Regular Board meeting, the Board resolved to prepare one additional resolution as follows (in part):

049/23     **Recommendation No. 44**     *BC Transit Provincial Funding*

THAT the verbal update and Communication from Rob Ringma, Senior Manager, Government Relations for BC Transit dated March 1, 2023 titled Strategy and Public Affairs Communications regarding the Provincial Budget announcement related to transit expansion be received for information;

...AND FURTHER THAT a Union of British Columbia Municipalities resolution be drafted to advocate to the Province to reconsider providing financial support for transit expansions.

## DISCUSSION

In reviewing the proposed topic to request financial support for transit expansions, staff searched UBCM's resolution database and found two previous SCRD sponsored resolutions that were submitted in 2015 and 2017.

Staff are bringing forward the most recent resolution, which was submitted and endorsed at the 2017 UBCM Convention.

### **BC Transit Expansion Funding**

WHEREAS the current Annual Operating Agreements between BC Transit and local governments provide for base service levels that are equal to the previous year but do not reflect agreed upon expanded transit service levels;

AND WHEREAS local governments are expected to authorize future commitments for transit expansion which are subject to cost increases at the discretion of BC Transit:

THEREFORE BE IT RESOLVED that UBCM urge the provincial government to provide a rolling 3-year funding commitment to BC Transit in order to provide and secure longer term funding assurances necessary for local governments to adequately budget and plan for transit expansion beyond the current year.

The Province's response to the above resolution in 2017 was:

*The Province provides BC Transit communities with the highest per capita level of provincial contributions towards transit operating costs in Canada about double the national average. Since 2007/08, the Province has provided nearly 1.2 billion in operating and capital funding to BC Transit, which has increased transit service by 33 over that 10-year period. The Province is committed to working with BC Transit along with our local government partners to fund transit improvements throughout the province for both conventional and handyDART services. The Province is providing 7.6 million in new funding to BC Transit in 2017/18 and 2018/19 to expand conventional, custom handyDART, and paratransit services. This will allow for a roughly 6 increase in overall transit service levels by the end of the Service Plan period. The Province acknowledges the benefits that longer-term funding assurances provide in terms of a local governments ability to plan and budget for transit expansion, and will continue to look at options for how funding agreements could be structured with BC Transit.*

At the UBCM Convention, previously endorsed resolutions are placed into Section B1 of the Resolutions Book and considered as a block to avoid repetitive debate on issues that continue to be brought forward and endorsed each year.

### *Timeline for Next Steps*

Resolutions must be submitted to UBCM by June 30, 2023, and therefore must come forward in their final form for adoption no later than the June 22, 2023, Board meeting.

## **STRATEGIC PLAN AND RELATED POLICIES**

Submission of resolutions to UBCM is consistent with the SCRD strategic focus areas for Advocacy, and Regional Collaboration and Partnership.

## **CONCLUSION**

The Board may choose to re-submit this resolution as it speaks to the current BC Transit Provincial Funding issue identified at the March 9, 2023, Board Meeting. Resolutions forwarded to UBCM must be endorsed by Board resolution before sending them to UBCM in time for the June 30 resolution submission deadline.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – May 25, 2023

**AUTHOR:** Brian Kennett, Chief Building Official

**SUBJECT:** PLACEMENT OF NOTICE ON TITLE

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### RECOMMENDATION(S)

- (1) **THAT the report titled Placement of Notice on Title be received for information;**
  - (2) **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 District Lot 3252, Group 1, NWD, PID 015-886-182, Folio 746.06014.000.**
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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 details 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(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 owner 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 a registered letter to the registered owner of the property listed in this report. The owner has 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 property is non-compliant due to the following:

- construction has taken place without a valid permit.

**1. “Lot 8” 15200 Hallowell Road, Electoral Area A  
District Lot 3252, Group 1, NWD  
PID 015-886-182, Folio 746.06014.000**

The subject property is one of 39 staked shareholder “lots” contained within a 30.3 acre district lot located at the north end of Sakinaw Lake.

The district lot is owned by a holdings company consisting of multiple shareholders. Each shareholder owns a staked “lot” as well as the buildings contained within it. Both the buildings and the land have historically been used for recreational purposes. The use and the density of this unique district lot do not comply with *SCRD Zoning Bylaw No. 337*, however, both were previously deemed lawfully non-conforming in a decision made by the Supreme Court of British Columbia in 2004. The decision was based on the establishment of a “commitment to use”, by the owner of the property, prior to the adoption of *SCRD Bylaw No. 6* in 1967, and *SCRD Bylaw No. 96* in 1976. Respectively, both were the first building and land use bylaws to affect the property. The decision also confirmed that any buildings constructed after 1967 are required to be constructed with building permits, and their locations must comply with current zoning setbacks.

Since the staked “lot” is un-subdivided and does not have a land title, it is not possible to register a notice against it, and therefore a notice must be registered against the title of the parcel in which it is contained.

On May 17, 2021, an SCRD Building Official attended the subject property and observed a 110 square foot building and deck under construction without a valid building permit. Both were located within very close proximity to the natural boundary of Sakinaw Lake. No other person was present at the property at this time. The owner was directed soon thereafter in writing to cease all construction and apply for a building permit.

In accordance with *SCRD Building Bylaw No. 687*, both the construction of a building, or a deck with a walking surface greater than 0.6m above grade, requires a building permit. As per *SCRD Zoning Bylaw No. 337*, all buildings and parts thereof must be constructed 20m outside of the natural boundary of Sakinaw Lake. Additionally, any land alteration or construction within 30m of the natural boundary of Sakinaw Lake requires a development permit pursuant to *Egmont/Pender Harbour Official Community Plan Bylaw No. 708, 2017*.





The Building Official recently conducted a site visit at the property on April 27, 2023 and observed that construction of the deck and building had continued, and appeared to be complete.

In order to bring the property into compliance, a building permit application for both the building and deck would need to be submitted, approved and issued. Additional variance and development permits will be required to be applied for and issued in advance, based on the constructed location. The owner of the district lot as well as the individual shareholder of “Lot 8” have been notified of the requirement for a building permit several times in writing.

On November 22, 2021, a verbal commitment was made to the Chief Building Official, by the individual shareholder’s contractor, that assistance would be provided to the shareholder to navigate the path towards compliance but, to date, no applications have 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 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 - B. Kennett	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO	X	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – May 25, 2023

**AUTHOR:** Sachindra Wijayabandara, Capital Projects Engineer

**SUBJECT:** HENRY AND CHASTER ROAD WATERMAIN REPLACEMENT ASPHALT WORK SERVICES (2137008) - CONTRACT AMENDMENT NO. 4

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### RECOMMENDATION(S)

- 1) **THAT the report titled Henry and Chaster Road Watermain Replacement Asphalt Work Services (2137008) Contract Amendment No. 4 be received for information;**
- 2) **AND THAT the contract with BA Blacktop Ltd. for the Henry and Chaster Road Watermain Replacement Asphalt Work Services be increased by \$75,836, for a total up to \$291,000 (excluding GST), which includes a contingency of \$27,869;**
- 3) **AND FURTHER THAT the delegated authorities be authorized to execute this contract.**

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### BACKGROUND

Henry and Chaster Road Watermain Replacement projects were two projects to be completed under the 2021 and 2022 [370] Capital Watermains Replacement base budget. Pipe installation and trench work were planned to be completed by Sunshine Coast Regional District (SCRD) staff and asphalt restoration work was awarded to BA Blacktop Ltd. (BA) in October 2021, contract No. 2137008.

The current contract with BA provided for the completion of the asphalt pavement grinding and overlay services in the amount up to \$215,164. BA completed the asphalt surface rehabilitation work on Chaster Road in late 2021 and early 2022.

The purpose of this report is to request an amendment to the contract with BA to allow additional asphalt pavement services for work related to the Henry Road watermain replacement, and to allow for price escalation incurred during this lengthy construction window. Board approval of this contract amendment is required as the amended contract value would exceed \$100,000.

### DISCUSSION

#### *Additional Scope of Work*

This section of the Henry Road watermain serves both as a transmission main to fill the Zone 3 Henry Road reservoir and is also a distribution main that provides three fronting properties with water service. Staff identified this section of main to be replaced as this section of watermain was an old asbestos cement concrete section of line. Due to numerous factors this project had to be postponed several times, hence the SCRD received a price escalation request, and due to unavoidable geological conditions encountered while installing the pipe, the area of excavation had to be substantially increased to accommodate the new main installation. The initial estimated



asphalting area was approximately 215m<sup>2</sup> and was increased to 1,340m<sup>2</sup> to account for the unanticipated geological conditions.

Given the increase in scope and elapsed time window of project duration since the time this contract was originally awarded to BA, staff recommend the existing contract for this project be amended to include an additional cost of \$75,836, which is inclusive of a \$27,869 contingency allowance. The amended contract value would be \$291,000, see table below.

	<b>Value</b>
Current Contract	\$ 215,164
Proposed Amendment	\$ 75,836
<b>Total (including contingency, excluding taxes)</b>	<b>\$ 291,000</b>

Based on the preliminary construction schedule provided by BA, it is expected that work will begin in July 2023, and be completed by the end of July 2023.

#### *Financial Implications*

This work will be funded out of the Regional Water System [370] watermain replacement base budget, which has an annual budget of \$1,258,940. The current contract value with BA for this project is \$215,164 (excluding taxes). To date, the following expenses have been committed:

<b>Project</b>	<b>Expense</b>
Henry Road Watermain (construction only)	\$200,000
Henry Road Watermain (asphalt restoration)	\$75,000
Various Minor Expenses (surveying, etc.)	\$20,000
Wescan Marine Crossing Consulting Fees (includes amended engineering and archaeology)	\$50,000
Wescan Marine Crossing Watermain Construction	\$30,000
Eastbourne Line Burring Contract	\$150,000
<b>Total committed</b>	<b>\$525,000</b>

As the recommended contract award can be funded from uncommitted base budget, there is no need to amend the 2023-2027 Financial Plan.

#### *Timeline for next steps or estimated completion date*

Upon Board approval the asphalting can occur and be completed in July 2023.

**CONCLUSION**

The scope of the asphalt restoration and project duration of this project has increased since the original contract was awarded to BA, staff recommend the existing contract for this project be amended to include an additional cost of \$75,836, excluding taxes. The amended contract value would be \$291,000 which includes a \$27,869 contingency. Staff therefore recommend that delegated authorities be authorized to execute this contract amendment as presented.

Reviewed by:			
Manager	X – S. Misiurak	Finance	X - T. Perreault
GM	X – M. Brown	Legislative	
CAO	- D. McKinley	Other	X - V. Cropp