



# 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, MARCH 14, 2024

## AGENDA

**CALL TO ORDER 1:00 p.m.**

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of February 22, 2024 Annex A  
Pages 3 - 10

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

3. Committee of the Whole recommendation Nos. 1 – 9 of February 22, 2024 Annex B  
pp 11 - 13
4. Parcel Tax Roll Review Panel minutes of February 22, 2024 Annex C  
p 14
5. Award Report – Three Year Geographic Information Systems (GIS) Software Contract Renewal – *Manager, Information Services*  
**(Voting – All Directors - Weighted Vote)** Annex D  
pp 15 - 16
6. Contract Award: Universal Water Metering Phase 3 Archaeological Monitoring Service Agreement – *Manager, Capital Projects*  
**(Voting – All Directors - Weighted Vote)** Annex E  
pp 17 - 18

### COMMUNICATIONS

7. Ruth Simons, Executive Director, Howe Sound Biosphere Region Initiative Society, dated February 12, 2024 Annex F  
pp 19 - 20  
Regarding Howe Sound Community Forum & Átl' a7tsem /  
Howe Sound Biosphere Region Updates

- |     |  |                       |
|-----|--|-----------------------|
| 8.  | <u>Brian Bedford, Executive Director, Local Government Infrastructure and Finance Branch, dated February 29, 2024</u><br>Regarding Potential for Drought Conditions in 2024          | Annex G<br>pp 21 - 22 |
| 9.  | <u>Pierre Aubin, RPF, Practices Forester, BC Timber Sales, Chinook Business Area, dated February 22, 2024</u><br>Regarding BCTS Response to SCRD Letters on BCTS License TA0521      | Annex H<br>pp 23 – 24 |
| 10. | <u>Jillian Tougas, A/District Manager, Ministry of Forests, Sunshine Coast Forest District, dated March 1, 2024</u><br>Regarding MOF Response to SCRD Letters of BCTS License TA0521 | Annex I<br>pp 25 – 26 |

**MOTION**

11. **Regional Partnership Application – UBCM CEPF – Disaster Risk Reduction – Climate Adaptation – *Chief Administrative Officer***

THAT the Sunshine Coast Regional District supports the grant application submission from shíshálh Nation to aid in the initial stages of the Lower Crown Reservoir project to secure additional water supply for the Sunshine Coast community as a result of systemic drought;

AND THAT the Sunshine Coast Regional District approves the primary applicant, shíshálh Nation, in receiving and managing the grant funding on behalf of the Sunshine Coast Regional District.

***(Voting – All Directors – 1 Vote Each)***

**BYLAWS**

- |     |   |                       |
|-----|---|-----------------------|
| 12. | <i>Sunshine Coast Regional District Subdivision Servicing Amendment Bylaw No. 320.18, 2024 - receipt of staff report -first, second, third reading and adoption</i><br><b><i>(Voting – All Directors – 1 Vote Each)</i></b> | Annex J<br>pp 27 - 28 |
|-----|---|-----------------------|

**DIRECTORS’ REPORTS**

**NEW BUSINESS**

**IN CAMERA**

**ADJOURNMENT**



**SUNSHINE COAST REGIONAL DISTRICT**

**FEBRUARY 22, 2024**

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	District of Sechelt	A. Toth
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt Town of Gibsons	C. Alexander (Alt.) J. Gabias K. Backs D. McMahon K. Stamford D. Inkster S. Lumley (Alt.)
<b>ALSO PRESENT:</b>	Chief Administrative Officer Corporate Officer General Manager, Corporate Services General Manager, Community Services General Manager, Infrastructure Services General Manager, Planning and Development Manager, Sustainable Development Executive Coordinator A/Deputy Corporate Officer/Recorder Media Public		D. McKinley S. Reid T. Perreault S. Gagnon R. Rosenboom I. Hall R. Shay (in part) C. Armitage K. Wiebe 1 0

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

**CALL TO ORDER 1:11 p.m.**

**AGENDA**

Vice Chair **It was moved and seconded**

057/24 THAT Director McMahon be appointed as Vice Chair for the Regular and In Camera Board meetings of February 22, 2024.

**CARRIED**

Agenda **It was moved and seconded**

058/24 THAT the agenda for the meeting be adopted as amended by adding the following item under New Business:

- Director attendance at the High Ground Civic Governance Forum.

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

059/24 THAT the Board meeting minutes of February 8, 2024 be adopted.

**CARRIED**

Minutes **It was moved and seconded**

060/24 THAT the Special Board meeting minutes of February 20, 2024 be adopted.

**CARRIED**

**REPORTS**

COW **It was moved and seconded**

061/24 THAT Committee of the Whole recommendation Nos. 1 - 7 of February 8, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Water System Fire Flow Update – Results Part 1*

THAT that the report titled Water System Fire Flow Update – Results Part 1 be received for information.

**Recommendation No. 2** *Automatic Aid Agreement with Sechelt Fire Protection District and Pender Harbour Fire Protection District*

THAT the report titled Automatic Aid Agreement with Sechelt Fire Protection District and Pender Harbour Fire Protection District be received for information;

AND THAT the Automatic Aid Agreement with Sechelt Fire Protection District and Pender Harbour Fire Protection District be approved as amended;

AND FURTHER THAT the 2008 Automatic Aid Agreement between the Sunshine Coast Regional District (on behalf of the Egmont and District Fire Department) and the Pender Harbour Fire Protection District be rescinded.

**Recommendation No. 3** *Community Emergency Preparedness Fund Grant Application – Emergency Operations Centre (EOC) Equipment and Training*

THAT the report titled Community Emergency Preparedness Fund Grant Application – Emergency Operations Centre (EOC) Equipment and Training be received for information;

061/24 cont.

AND THAT the grant application of up to \$30,000 for the Emergency Operations Centre (EOC) Equipment and Training be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND FURTHER THAT the Sunshine Coast Regional District supports the current proposed activities identified in the application and is willing to provide overall grant management.

**Recommendation No. 4**     *Water Supply Advisory Committee (WASAC) Minutes of January 8, 2024*

THAT the Water Supply Advisory Committee (WASAC) meeting minutes of January 8, 2024, be received for information.

**Recommendation No. 5**     *Request for Amendment to Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007 to Include Ice Rental Rates for Seniors*

THAT the correspondence from Doug Young, President, Sunshine Coast Senior Hockey Club, dated January 17, 2024, regarding a request for an amendment to *Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007* to include ice rental rates for seniors be received for information;

AND THAT staff report back to the next possible Committee of the Whole meeting with the implications of amending the *Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007* to include ice rental rates for seniors.

**Recommendation No. 6**     *Climate Crisis Declaration*

THAT the Sunshine Coast Regional District officially declare a climate crisis for the purpose of formalizing and deepening our commitment to protecting our community, ecosystems, and economy from global warming.

**Recommendation No. 7**     *Climate Crisis Declaration*

THAT the Sunshine Coast Regional District Board continue to develop policy and demonstrate leadership that directs meaningful action on the Climate Crisis Declaration;

AND THAT staff bring the Community Climate Action Plan back for review and consideration of adoption at a future Special Board Meeting, and provide the Board with a list of actions that can be started in 2024;

AND BE IT FURTHER RESOLVED THAT this Special Board Meeting be scheduled no later than end of Q2 2024.

**CARRIED**

EAS

**It was moved and seconded**

062/24

THAT Electoral Area Services Committee recommendation Nos. 1 - 4 of February 15, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Frontage Waiver FRW00022 (1170 Largo Road)*

THAT the report titled Frontage Waiver FRW00022 (1170 Largo Road) – Electoral Area D be received for information;

AND THAT the requirement for a minimum 10% of the lot perimeter to front on the highway for proposed Lot 2 be waived.

**Recommendation No. 2**     *Board Policy for Official Community Plan Amendments*

THAT the report titled Board Policy for Official Community Plan Amendments be received for information;

AND THAT the Board Policy for Official Community Plan Amendments be adopted and implemented for immediate use on existing and forthcoming applications.

**Recommendation No. 3**     *Contract 18354 Ports Maintenance and Minor Repairs*

THAT the report titled Contract 18354 Ports Maintenance and Minor Repairs - Increase to Maximum Contract Value be received for information;

AND THAT the Contract 18354 with Summerhill Fine Homes Inc. for Ports Maintenance and Minor Repairs, be increased by \$22,034 up to an amount not to exceed \$895,000 (excluding GST);

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

**CARRIED**

COW

**It was moved and seconded**

063/24

THAT Committee of the Whole recommendation No. 4 of February 22, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 4**     *RFP 124001 – Planning Enhancement Project*

THAT the report titled Request for proposal (RFP) 235002 – Planning Enhancement Project 2 (PEP) – Official Community Plan and Zoning Bylaw Comprehensive Review Contract Award be received for information.

063/24 cont. AND THAT the contract to provide consulting services related to Phases 1, 2 and 3 of PEP2 – Official Community Plan and Zoning Bylaw Comprehensive Review be awarded to KPMG LLP in the amount of up to \$478,630 (excluding GST);

AND THAT the total PEP2 – Official Community Plan and Zoning Bylaw Comprehensive Review contract value with KPMG LLP include additional, related consulting services of up to \$302,150 (excluding GST) for additional phases, offered at SCRD's sole discretion, and subject to Board approval of financial resources;

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

**CARRIED**

Contract Award **It was moved and seconded**

064/24 THAT the report titled Contract Award for RFP 2313601 Climate Adaptation – Coastal Flooding Project be received for information;

AND THAT a contract for the Coastal Flooding Project [136] be awarded to Northwest Hydraulic Consultants Ltd. In the amount of up to \$398,910 (excluding GST);

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

**CARRIED**

Noise Bylaw Exemption

**It was moved and seconded**

065/24 THAT the report title Request for Exemption from SCRD Noise Control Bylaw No. 597 for Alberg Productions Inc. be received for information;

AND THAT enforcement against Alberg Productions Inc. under *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* be waived between 4:00 p.m. on Friday March 1, 2024 and 5:00 a.m. on Saturday March 2, 2024 in order for Alberg Productions Inc. to perform filming and activities related to film production at 583 Maple Street, located in Elphinstone (Electoral Area E);

AND FURTHER THAT Alberg Productions Inc. be requested to attempt to minimize disturbances and that appropriate notice be provided to area residents.

**CARRIED**

**MOTIONS**

APC Appointments **It was moved and seconded**

066/24 THAT Gerald Rainville be appointed to the Area D Advisory Planning Commission for a term of two years;

AND THAT Susan Fitchell be appointed to the Area F Advisory Planning Commission for a term of two years.

**CARRIED**

**BYLAWS**

Bylaw 764 **It was moved and seconded**

067/24 THAT *Sunshine Coast Regional District 2024-2028 Financial Plan Bylaw No. 764, 2024* be read a first, second and third time.

**CARRIED**

Bylaw 764 **It was moved and seconded**

068/24 THAT *Sunshine Coast Regional District 2024-2028 Financial Plan Bylaw No. 764, 2024* be adopted.

**CARRIED**

**DIRECTORS REPORTS**

*The Directors provided a verbal update regarding their activities.*

**NEW BUSINESS**

High Ground Forum **It was moved and seconded**

069/24 THAT Director Gabias and Director McMahon be authorized to attend the High Ground Civic Governance Forum on March 22<sup>nd</sup> to 23<sup>rd</sup>, 2024 in Vancouver, BC;

AND THAT travel expenses for directors Gabias and McMahon be paid for attendance at the High Ground Civic Governance Forum.

**CARRIED**

*The Board moved In Camera at 1:36 p.m.*

**IN CAMERA It was moved and seconded**

070/24 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e) and (k) of the *Community Charter* – “personal information about an identifiable individual [...]”; “the acquisition, disposition or expropriation of land or improvements [...]”; “negotiations and related discussions respecting the proposed provision of a municipal service [...]”



**CARRIED**

*The Board moved out of In Camera at 1:40 p.m.*

**RELEASE OF ITEMS FROM IN CAMERA**

ToG Boundary  
Reduction

**It was moved and seconded**

071/24

THAT the SCRD Board supports in principle the Town of Gibsons proposal for a Boundary Reduction to transfer 711, 733, and Lot 6 Courtney Road to Electoral Area F, West Howe Sound;

AND THAT the SCRD request a feasibility report from the Town of Gibsons prior to making an application to the Ministry of Municipal Affairs under Section 13 of the *Local Government Act*.

**CARRIED**

Appointments

**It was moved and seconded**

072/24

THAT Rod Smith be appointed to the Ports Monitor Committee as the representative for the West Bay dock for a two-year term;

AND THAT Eric Berger be appointed to the Ports Monitor Committee as the representative for the West Bay dock for a two-year term.

**CARRIED**

**ADJOURNMENT**

073/24

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 1:41 p.m.

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

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

\_\_\_\_\_  
Chair

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

**February 22, 2024**

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	Electoral Area D	K. Backs
	Directors	District of Sechelt Electoral Area A Electoral Area B Electoral Area E Electoral Area F District of Sechelt Town of Gibsons	A. Toth L. Lee J. Gabias D. McMahon K. Stamford D. Inkster S. Lumley (Alt.)
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Infrastructure Services		R. Rosenboom
	Assistant Manager, Utility Engineering		M. O'Rourke (part)
	Manager, Utility Services		S. Walkey (part)
	GM, Community Services		S. Gagnon (part)
	GM, Planning and Development		I. Hall (part)
	Manager, Planning and Development		J. Jackson (part)
	Senior Planner		S. Koberwitz (part)
	Senior Planner		J. Clark (part)
	Emergency Management Coordinator		N. Hughes (part)
	Sr. Mgr., Human Resources		G. Parker (part)
	Manager, Communication and Engagement		A. Buckley (part)
	Executive Assistant		C. Armitage
	Administrative Assistant / Recorder		T. Crosby
	Media		1
	Public		5

*\*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.

*Director Toth was appointed Vice-Chair for the meeting.*

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

**PRESENTATIONS AND DELEGATIONS****Recommendation No. 1**     *Water Supply and Distribution System Hydraulic Capacity Analysis*

The Committee of the Whole recommended that the presentation from Ben Loewen, P. Eng. PMP of GeoAdvice Engineering Inc. titled Water Supply and District System Hydraulic Capacity Analysis be received for information.

**REPORTS****Recommendation No. 2**     *Water System Fire Flow Update – Results Part 2*

The Committee of the Whole recommended that the report titled Water System Fire Flow Update – Results Part 2 be received for information.

*Director Inkster left the meeting at 10:20 a.m. and returned to the meeting 10:24 a.m.*

**Recommendation No. 3**     *Sangster Road Float Sublease Renewal*

The Committee of the Whole recommended that the report titled Sangster Road Float Sublease Renewal be received for information;

AND THAT the Sunshine Coast Regional District and the Lagoon Waterfront Owners Society enter into a month-to-month interim sublease agreement for the purposes of maintaining and operating the Sangster Road Float;

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

**Recommendation No. 4**     *RFP 235002 – Planning Enhancement Project 2*

The Committee of the Whole recommended that the report titled Request for proposal (RFP) 235002 – Planning Enhancement Project 2 (PEP) – Official Community Plan and Zoning Bylaw Comprehensive Review Contract Award be received for information;

AND THAT the contract to provide consulting services related to Phases 1, 2 and 3 of PEP2 – Official Community Plan and Zoning Bylaw Comprehensive Review be awarded to KPMG LLP in the amount of up to \$478,630 (excluding GST);

AND THAT the total PEP2 – Official Community Plan and Zoning Bylaw Comprehensive Review contract value with KPMG LLP include additional, related consulting services of up to \$302,150 (excluding GST) for additional phases, offered at SCRD's sole discretion, and subject to Board approval of financial resources;

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

AND FURTHER THAT this recommendation be forwarded to the February 22, 2024 Board Meeting.

**Recommendation No. 5**      *Community Emergency Preparedness Fund Grant Application – Evacuation Route Planning*

The Committee of the Whole recommended tTHAT the report titled Community Emergency Preparedness Fund Grant Application – Evacuation Route Planning be received for information;

AND THAT the grant application of up to \$120,000 for the Community Emergency Preparedness Fund – Evacuation Route Planning be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND THAT the Sunshine Coast Regional District supports the Evacuation Route Planning project and is willing to provide overall grant management;

AND FURTHER THAT requests for resolution of support for the Sunshine Coast Regional District's grant application be forwarded to shísháhlh Nation Government District, District of Sechelt and Town of Gibsons.

*The Committee recessed at 10:30 a.m. and reconvened at 10:38 a.m.*

**Recommendation No. 6**      *Infrastructure Services Department – 2023 Q4 Report*

The Committee of the Whole recommended that the report titled Infrastructure Services Department – 2023 Q4 Report be received for information.

**Recommendation No. 7**      *Planning and Development Department – 2023 Q4 Report*

The Committee of the Whole recommended that the report titled Planning and Development Department – 2023 Q4 Year End Report be received for information.

**Recommendation No. 8**      *Community Services Department – 2023 Q4 Report*

The Committee of the Whole recommended that the report titled Community Services Department – 2023 Q4 Report be received for information.

**Recommendation No. 9**      *Corporate and Administrative Services – Semi-Annual Report*

The Committee of the Whole recommended that the report titled Corporate and Administrative Services – Semi-Annual Report for July to December 2023 be received for information.

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

---

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
PARCEL TAX ROLL REVIEW PANEL**

**February 22, 2024**

RECOMMENDATIONS FROM THE PARCEL TAX ROLL REVIEW MEETING HELD ELECTRONICALLY AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Panel Chair	Electoral Area A	L. Lee
		Electoral Area B District of Sechelt	J. Gabias A. Toth
<b>ALSO PRESENT:</b>	Manager, Financial Services Executive Assistant Administrative Assistant / Recorder Public Media		B. Wing C. Armitage T. Crosby 0 0

**CALL TO ORDER**                      9:00 a.m.

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

**REPORTS**

**It was moved and seconded**

THAT the report titled Parcel Tax Roll Authentication be received for information;

AND THAT the Parcel Tax Roll Review Panel confirms and authenticates the 2024 Parcel Tax Roll by certificate, signed by its members.

**CARRIED**

**ADJOURNED**                      9:03 a.m.

\_\_\_\_\_  
Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** SCRD Board – March 14, 2024

**AUTHOR:** David Nelson, Manager Information Services

**SUBJECT:** **AWARD REPORT – THREE YEAR GEOGRAPHIC INFORMATION SYSTEMS (GIS)  
MAPPING SOFTWARE CONTRACT RENEWAL**

---

### RECOMMENDATION(S)

- 1) **THAT the report titled Award Report – Three Year Geographic Information Systems (GIS) Software Contract Renewal be received;**
  - 2) **AND THAT the SCRD enter into a contract with ESRI Canada for 3 years starting June 1, 2024 for a license for software usage, maintenance, and support for a total value up to \$120,118 (excluding GST);**
  - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the contracts.**
- 

### BACKGROUND

The existing three-year digital mapping software contract provided by ESRI Canada expires May 31, 2024. The purpose of this report is to seek approval to renew the subscription license contract for three years with ESRI Canada as sole-source provider with exclusive distribution rights.

GIS is a technology that utilizes geography (map based) techniques to bring together spatial and attribute information that reveals complex relationships otherwise difficult to understand. GIS impacts nearly every aspect of local governments and helps to integrate SCRD services across planning, infrastructure services, and administration. Using GIS technology, the SCRD provides the ability for staff and the public to visualize/analyze the 380,000+ hectares of 'places' that make up the Sunshine Coast Regional District.

### DISCUSSION

#### *Options Analysis*

The SCRD's investment in developing the ESRI GIS mapping assets over 20 years has allowed staff to build a comprehensive set of web mapping and analysis tools used by staff and the public. Staff are satisfied with this solution including its ability to integrate with the geospatial links and attribution data from SCRD's land development and work management systems. Migration to alternative GIS mapping technologies is not feasible or cost comparable.

*Financial Implications*

The cost history of this licensing (before taxes) is shown in the table below:

Contract	Total Value			% Increase/year		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
2018-2021	\$ 31,000	\$ 31,000	\$ 31,000	n/a	0.0%	0.0%
2021-2024	\$ 32,680	\$ 33,260	\$ 33,940	5.4%	1.8%	2.0%
2024-2027	\$ 36,320	\$ 37,410	\$ 38,530	7.0%	3.0%	3.0%

Staff suggest the proposed 2024-2027 inflationary increases are reasonable given recent inflationary pressures and ongoing software feature enhancements.

The incremental cost for this service can be absorbed through the GIS [506] base budget. No amendment to the Financial Plan is required.

**STRATEGIC PLAN AND RELATED POLICIES**

This Contract meets SCRD procurement policies for competitive bidding, aligns with the Board Financial Sustainability Policy regarding overall costs, while providing ongoing access to the evolving enhancement of GIS features available through subscription software upgrades.

**CONCLUSION**

The ESRI GIS software license subscription provides well-regarded digital mapping services to staff and the public. ESRI Canada has proposed a 3-year contract renewal with reasonable inflationary increases, at costs within existing budgets. There currently is only one supplier, ESRI Canada, who can provide this GIS services subscription license. Staff recommend proceeding with the proposed three-year contract renewal through ESRI Canada.

Reviewed by:			
Manager	X – D. Nelson	CFO/Finance	X -T.Perreault
GM		Legislative	
Acting CAO	X – T.Perreault	Purchasing	X – V. Cropp



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** SCRD Board – March 14, 2024

**AUTHOR:** Bryan Shoji, Manager, Capital Projects

**SUBJECT:** **UNIVERSAL WATER METERING PHASE 3 - ARCHAEOLOGICAL MONITORING SERVICE AGREEMENT**

---

### RECOMMENDATION(S)

- 1) **THAT the report titled Universal Water Metering Phase 3 - Archaeological Monitoring Service Agreement be received for information;**
  - 2) **AND THAT a Service Agreement be entered into with the shíshálh Nation in the amount up to \$681,261 (excluding GST);**
  - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the Service Agreement.**
- 

### BACKGROUND

The Universal Metering Phase 3 Project involves the supply and installation of water meters on all existing Sunshine Coast Regional District (SCRD) water service connections within the District of Sechelt. Contract 2237022 was awarded to Neptune Technology Group Canada Co. (Neptune), and meter installations in existing meter boxes began in the fall 2023 with over 660 meter installations completed to date.

The next stage of installations involves installing new meter boxes and chambers. Prior to conducting any excavation work, archaeological potential and monitoring requirements need to be determined. This report outlines the archaeological monitoring plan and servicing requirements.

### DISCUSSION

Neptune plans to begin work on new meter box and chamber installations in early April. As these installations will involve excavating throughout the District of Sechelt, staff have been working with the shíshálh Nation (the Nation) and In Situ Archaeology (In Situ) to refine the Nation's archaeological potential model and coordinate field archaeological monitoring requirements.

The program currently identifies 4,388 new installation sites remaining. This quantity is currently being refined by staff through field verification with the final quantity expected to be closer to 4,000. Following completion of the Archaeological Impact Assessment, the Nation has broken down the field monitoring requirements into three archaeological potential categories, as summarized in Table 1 below.

Table 1: Archaeological Monitoring Requirements Summary

<b>Potential Rating</b>	<b>Quantity</b>	<b>Monitoring Rate</b>	<b>Total to be Monitored</b>
High	1,517	100%	1,517
Moderate	882	25%	220
Low	1,989	5%	100
<b>Total</b>	<b>4,388</b>		<b>1,837</b>

The potential model will be updated regularly by In Situ and refined as the field work progresses.

The Nation proposes to utilize In Situ to carry out the monitoring and reporting requirements for this project and has submitted a Servicing Agreement with detailed cost estimate valued at \$681,261 (excluding GST). This is an upset limit estimate and the SCRD would be charged on an actual cost basis. Actual costs will depend on the total quantity of sites excavated and the frequency and quantity of archaeological finds. In Situ has successfully carried out archaeological assessment and monitoring work on several utility capital and operating projects in the past.

Staff have reviewed the Servicing Agreement and cost estimate and found them to be well presented with a logical methodology and unit rate breakdowns that can be field verified as the project progresses.

*Financial Implications*

The value of the Servicing Agreement can be accommodated within the existing Universal Metering Phase 3 project budget.

**STRATEGIC PLAN AND RELATED POLICIES**

This staff report is aligned with the Board’s Service Delivery Focus Area of Water Stewardship: Improve water demand management and increase the efficiency of water use by completing installation of water meters and implementing volumetric billing.

**CONCLUSION**

Staff recommend entering into a Servicing Agreement with the shíshálh Nation for the provision of archaeological monitoring and reporting services with a value not to exceed \$681,261 (excluding GST).

Reviewed by:			
Manager	X - S. Walkey	CFO	X-T.Perreault
GM	X - R. Rosenboom	Legislative	
Acting CAO	X-T.Perreault	Purchasing	X – V. Cropp



February 12, 2024

To: Chair Lee, Board members and Staff /Sunshine Coast Regional District

**Re: Howe Sound Community Forum & Átl'ka7tsem / Howe Sound Biosphere Region Updates**

As convener of the *Howe Sound Community Forum* (HSCF), we, the *Howe Sound Biosphere Region Initiative Society* (HSBRIS), were pleased to see many elected officials at the [October 2023 forum in Whistler and the continuation of collaboration among our region's local governments](#). It is always reassuring to observe the willingness of elected officials to support region-wide initiatives.

This letter provides information on the upcoming HSCF being hosted by the District of West Vancouver at Gleneagles, and our updates since our last communications.

**1. Howe Sound Community Forum in West Vancouver**

Many thanks to Mayor Sager at the District of West Vancouver for hosting the next forum taking place **April 12th**, at the Gleneagles Golf Clubhouse near Ch'axay in West Vancouver, [event details here](#). The last time the District of West Vancouver hosted at Gleneagles was in 2016 when the forum members were presented with the possibility of Howe Sound becoming a UNESCO Biosphere Region.

At this forum, the last for both MLA Jordan Sturdy and MLA Nicholas Simons, we will reflect on the changes past, present, and future. Presentations on the Howe Sound Cumulative Effects Pilot Project ten years on and a look at planned developments for the Sea to Sky corridor. As hosts, the spotlight is on the District of West Vancouver, plus there will be time for updates from all the Howe Sound Community Forum members and roundtable discussions carrying on the theme of community engagement in these challenging times.

So far, this mild winter resulted in extremely high river levels bringing more logs downstream and landing on the beaches around Howe Sound. Last Forum we announced the creation of the Howe Sound Marine Debris Fund. An update from the Ocean Watch Action Committee will report back on these issues at the forum.

We look forward to discussing plans with you for hosting the fall 2024 forum.

## 2. Advancing Biosphere Region Nchu'ú7mut/Unity Plan & Governance

The first *Átl'ka7tsem / Howe Sound UNESCO Biosphere Region* Roundtable will take place in May. Recruiting representation for all sectors around the region is nearly complete and we continue to follow up to ensure we have balanced perspectives. For updates, [please read more here.](#)

## 3. Promoting and referencing with pride the UNESCO Biosphere Region designation.

We welcome the opportunity to collaborate with you on ways to promote and reference with pride the UNESCO Biosphere Region designation (item 5 of the Memorandum of Understanding). *“Following the branding guidelines of UNESCO and HSBRI, the municipality will work with HSBRI communications and reference the UNESCO designation on its website, through signage and other communications.”* We can work with staff by providing recommendations on locations, wording, production, and funding opportunities.

In the months since the last HSCF, we have continued to advance biodiversity and habitat conservation projects through funding and/or direction and facilitation. [Please see our website for current information](#) on these projects.

Please do not hesitate to contact us with any questions.

Sincerely

*Ruth Simons*

Ruth Simons  
Executive Director, Howe Sound Biosphere Region Initiative Society  
[ruthsimons@howesoundbri.org](mailto:ruthsimons@howesoundbri.org)  
PO Box 465  
Lions Bay, B.C.  
V0N 2E0  
778 834-4292

Circular No. 24:05  
February 29, 2024

To: Chief Administrative Officers

Re: **Potential for Drought Conditions in 2024**

Please be advised that streamflow and groundwater monitoring data along with the [snow conditions](#) being reported regularly by the [BC River Forecast Centre](#) (RFC) suggest it is possible that the drought conditions experienced across the province in recent years will persist again into this year. Based on these early indicators, we recommend local governments prepare for an elevated risk of experiencing drought in 2024.

The Province has several online resources to support local governments through drought conditions. The [BC Drought and Water Scarcity Response Plan](#) provides an overview of drought response in the province, including management responsibilities, pre-drought preparedness, descriptions of the provincial drought levels and the potential regulatory actions that may be taken. This plan is updated annually, so please look for the updated 2024 plan on the [BC drought information web site](#) mid-April.

The Province produces datasets to better understand water availability regionally including:

- [Map of 7-Day Average Streamflow](#) displays all Water Survey of Canada streamflow gauges in BC.
- The [Drought Information Portal](#) displays regional Drought Levels based on indicators.

To translate these regional-scale drought levels to a more local scale, the Ministry of Water, Land and Resource Stewardship (WLRS), in partnership with the Regional Health Authorities and the Ministry of Health, will be reaching out directly to drinking water suppliers across the province to collect water supply status information. These surveys will be conducted at regular intervals and will help to understand the state of drinking water supplies throughout the impending 2024 drought season and streamline communication from drinking water suppliers to the provincial government to determine communities at risk of water supply issues and where provincial support is needed.

To improve drought resilience, all local governments should be monitoring water supplies to gauge their current conditions and anticipate future water scarcity, as well as prepare a water conservation plan. This [Water Conservation Guide](#) provides guidance on creating these plans, which should be kept current and reviewed and updated at least every five years. An up-to-date water conservation plan endorsed by a local government's Council or Board is required for water and wastewater application-based capital funding through the Ministry of Municipal Affairs.

To understand trends in water availability, it is important to have procedures in place to regularly monitor available information about water conditions, including information provided through the [BC Drought Information Portal](#) and Water Survey of Canada streamflow gauges relevant to your area. If your water sources (raw water storage and inflows, or groundwater levels) are not gauged, consider establishing a water supply monitoring program, which will enable you to quantify the water available to your community and adjust water use accordingly. Professional consultants can help design an appropriate monitoring program for your systems.

A Water Conservation Plan can help you develop, or update, a Water Conservation Bylaw, which may limit water use seasonally or in stages based on projections of water availability. As well as bylaws that implement water use restrictions, bylaws can be tied to permit approval processes, such as building or plumbing bylaws that offset additional water demands through conservation improvements or require water efficient or drought tolerant landscaping. Public outreach and communication can be an effective tool to explain the importance of water conservation, its impacts and what individuals need to do to participate. Universal water metering is also a very useful tool for demand management. If you have water metering, consider pricing structures that encourage water conservation. Other examples of opportunities for conservation can include rebates towards low flow appliances and rain barrels, or the elimination of once-through cooling systems in commercial buildings.

It is helpful to consider options for the future, even if these cannot be ready for 2024. Capital projects that improve drought resilience include leakage reduction, universal water metering, water reuse or reclamation, increased raw water storage and development of secondary or back-up water sources.

Caretaking the natural cycle that results in recharge of local water sources can also ensure that fresh water is retained or returned to local waterbodies and aquifers to maintain availability of drinking water and environmental flows. Consider how to protect watersheds and retain and absorb stormwater runoff. Low impact development, permeable infrastructure, and natural assets can retain valuable water.

The following sites have associated resources:

- B.C. Climate Action Toolkit's Green Bylaws Toolkit provides practical tools for protecting green infrastructure: <https://toolkit.bc.ca/tool/8018-2/>.
- Integrated stormwater management: <https://www2.gov.bc.ca/gov/content/governments/local-governments/infrastructure/water-systems/stormwater-infrastructure>.
- Asset Management B.C.'s Primer on Integrating Natural Assets: <https://www.assetmanagementbc.ca/framework/>.
- The Partnership for Water Sustainability in B.C. also has some additional resources: <https://waterbucket.ca/guidance-resources/>.

The Infrastructure Planning Grant Program (IPGP) is available to local governments to plan, design and manage infrastructure. The IPGP provides an opportunity to obtain grant funding up to \$10,000 to develop or update a Water Conservation Plan, or to plan capital projects that improve drought resilience. Program information is available on the Ministry's [website](#).

Thank you for your cooperation and attention to the drought preparation.

Brian Bedford



Executive Director  
Local Government Infrastructure and Finance Branch  
Ministry of Municipal Affairs



File:18046-40/DSC  
CLIFF: 277980

February 22, 2024

Leonard Lee  
SCRD Board Chair  
**VIA Email: Leonard.Lee@scrd.ca**

Dear Leonard Lee and the SCRD:

Thank you for your email dated February 15<sup>th</sup>, 2024, in which you shared three letters addressed to MLA Nicholas Simons, Minister of Forests, and Minister of Water, Lands and Resource Stewardship and their staff regarding BC Timber Sales (BCTS) proposed Timber Sales Licence (TSL) TA0521.

Before discussing your requests, I would like to draw your attention to several new documents that have been developed and are now posted to our website:

- 1) [Mt. Elphinstone South Watershed Assessment Phase 1&2 Information Bulletin](#), which provides additional context to the recommendations in the Mt. Elphinstone South Watershed Assessment.
- 2) [Mt. Elphinstone \(TA0521\) Information Bulletin](#), which provides background on BCTS' activity in the Mount Elphinstone area and on proposed TSL TA0521.

You can find these documents by clicking the links above or by using this link [BC Timber Sales - updates and information releases - Province of British Columbia \(gov.bc.ca\)](#) and opening up the Chinook tab.

TSL TA0521 has been made available for First Nation and public review and comment through the last four annual BCTS Sunshine Coast Operating Plans and will move to decision for auction in March/April of 2024. In current plans, TA0521 will be harvested using a partial cut harvest method. The harvest openings will have an average of 40 trees left standing in each hectare in addition to significant retention patches. Due to the unique partial cut harvest system, TA0521 will be added to the Roberts Creek High Retention Research Project led by Ministry of Forests Research Branch and supported by BCTS.

With respect to your request for the provincial government to legally designate TSL TA0521 as an Old Growth Management Area (OGMA) for recruitment purposes, if the province moves forward with additional old growth protection in this area, it will be through the Old Growth Strategic Review process.

To promote a forest with diverse age classes, including stands with old growth recruitment attributes, BCTS has previously committed to harvesting only half of what the Mount Elphinstone area can sustainably support. The Mount Elphinstone area can sustainably support the harvesting of

54 ha annually and, on average, BCTS harvests less than 27 ha per year in this area. Given that the annual growth of the forest exceeds what is harvested each year means this strategy, combined with other reserves, result in the recruitment of old growth forest conditions.

Regarding your request for BCTS to undertake hydrogeological studies to evaluate potential impacts of logging TA0521 on downstream properties, BCTS is implementing all recommendations from the hydrological study completed by Polar Geoscience Ltd. with TSL TA0521 being the first sale engineered that follows these recommendations. While completing the hydrological study for the Mount Elphinstone area, Polar Geoscience Ltd. did observed infrastructure downstream of the proposed TSL including water intakes and crossings on urban Ministry of Transportation and Infrastructure (MOTI) roads. Some of these crossings were identified as being potentially undersized in light of climate change projections. These observations were made independent from the harvesting recommendations for future TSLs and this information has been shared with MOTI. BCTS will not be commissioning an additional study beyond those you are aware of and are posted on our website (link on page 1).

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Aubin', written in a cursive style.

Pierre Aubin, RPF  
Practices Forester  
BC Timber Sales  
Chinook Business Area

Ec: Honourable Bruce Ralston, Ministry of Forests;  
Honourable Nathan Cullen, Ministry of Water, Lands and Resource Stewardship;  
MLA Nicholas Simons, NDP; and  
Jillian Tougas, Sunshine Coast Natural Resource District A/District Manager, Ministry of Forests.





Reference: CLIFF ID 278108

March 1, 2024

**VIA EMAIL:** Leonard.Lee@scrd.ca

Leonard Lee  
 SCRD Board Chair  
 1975 Field Road  
 Sechelt, British Columbia  
 V7Z 0A8

Dear Leonard Lee and the SCRD:

Thank you for your letter dated February 15<sup>th</sup>, 2024, in which you shared three letters addressed to MLA Nicholas Simons, the Honourable Minister Ralston, the Honourable Minister Heyman, the Honourable Minister Cullen and staff regarding BC Timber Sales (BCTS) proposed Timber Sales Licence (TSL) TA0521.

We acknowledge your concerns regarding the removal of proposed cut blocks in TA0521, your request for hydrogeological studies, and your proposal to formally establish Mount Elphinstone as a designated Old Growth Management Area (OGMA) with defined spatial boundaries.

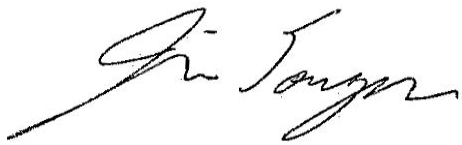
It's important to note that District Managers for the Ministry of Forests are the government officials who review and approve cutting and road permits. TSLs are only issued by BCTS Timber Sales Managers (TSMs), and neither BCTS nor its licensees require cutting permit approvals for timber harvesting.

BCTS has committed to uphold best management and stewardship practices within the planned TSL for Mount Elphinstone (TA0521) by adopting Partial Cutting methods and conducting terrain, stream, visual, and hydrological assessments led by qualified professionals. These assessments have yielded insights that have influenced the refinement of the design of TA0521.

Page 1 of 2

With respect to designating Mount Elphinstone as an OGMA for recruitment purposes, the Government of British Columbia is working in partnership with Indigenous Nations on long-term management of old growth values, and this work will be addressed through ongoing Land Use and Forest Landscaping Planning initiatives within the Sunshine Coast District.

Sincerely,

A handwritten signature in black ink, appearing to read "Jillian Tougas". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

Jillian Tougas  
A/District Manager  
Ministry of Forests  
Sunshine Coast Forest District

pc: Honourable Bruce Ralston, Ministry of Forests;  
Honourable Nathen Cullen, Ministry of Water, Lands and Resource Stewardship  
MLA Nicholas Simond, NDP; and  
Pierre Aubin, BC Timber Sales Chinook/Sunshine Coast

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

---

**TO:** Regular Board – March 14, 2024

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT: SCRD SUBDIVISION SERVICING BYLAW NO. 320 AMENDMENT**

---

### RECOMMENDATIONS

- 1) **THAT the report titled SCRD Subdivision Servicing Bylaw No. 320 Amendment be received for information;**
  - 2) **AND THAT the Board proceed with readings and adoption of amendment bylaw 320.18.**
- 

### BACKGROUND

At the January 11, 2024 Board meeting, the SCRD Board resolved the following:

*007/24 THAT staff come back with a revision of appropriate Bylaw(s) that are consistent with our current practice for fire flow standards to be used when assessing water infrastructure upgrades associated with development.*

### DISCUSSION

*Sunshine Coast Regional District Subdivision Servicing Bylaw No. 320, 1987 regulates and sets out requirements for the provision of works and services related to the subdivision of land pursuant to Part 14, Division 11 of the *Local Government Act*. This includes establishing requirements for systems related to water distribution and fire hydrants. As such, an amendment to bylaw 320 is being proposed to establish a fire flow standard that aligns with engineering best practice and is consistent with SCRD current practice.*

### CONCLUSION

Staff recommend amendment bylaw 320.18 be given three readings and be adopted.

Reviewed by:			
Manager		Finance	
GM	X – R. Rosenboom	Legislative	
A/CAO	X – T. Perreault	Utility Engineering P. Eng	X – M. O'Rourke

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 320.18**

A bylaw to amend Sunshine Coast Regional District Subdivision Servicing Bylaw No. 320, 1987

---

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

1. This Bylaw may be cited as *Sunshine Coast Regional District Subdivision Servicing Amendment Bylaw No. 320.18, 2024.*

2. *Sunshine Coast Regional District Subdivision Servicing Bylaw No. 320, 1987* is hereby amended as follows:

a) Insert a new definition in Section 104 as follows:

“**MMCD Design Guidelines**” means the edition of the Master Municipal Construction Document Design Guidelines published by the Master Municipal Construction Documents Association that is in place at the time of the design of the works and services.

b) Delete Section 4.02 (a) in Schedule B in its entirety and replace with the revised Section 4.02 (a) as follows:

4.02 Waterworks

(a) Design Pressure

Generally, water systems will be designed for pressures in the range of 205 – 1035 kPa. Fire flows are to be determined in accordance with the requirements of the current editions of the MMCD Design Guidelines and of “Water Supply for Public Fire Protection – A Guide to Recommended Practice” published by the Fire Underwriters Survey. Where a difference arises between MMCD minimum requirements and the current edition of the “Water Supply for Public Fire Protection – A Guide to Recommended Practice” published by Fire Underwriters Survey, the more stringent requirements shall take precedence.

READ A FIRST TIME                      this    14<sup>th</sup>    day of                      March, 2024

READ A SECOND TIME                      this    14<sup>th</sup>    day of                      March, 2024

READ A THIRD TIME                      this    14<sup>th</sup>    day of                      March, 2024

ADOPTED                                      this    14<sup>th</sup>    day of                      March, 2024

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR