



# 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, JUNE 27, 2019

## AGENDA

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**CALL TO ORDER 1:30 p.m.**

### AGENDA

1. Adoption of agenda

### MINUTES

2. Regular Board meeting minutes of June 13, 2019

Annex A  
Pages 1-8

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

3. Planning and Community Development Committee recommendation Nos. 1 and 3-13 of June 13, 2019 (*recommendation No. 2 previously adopted*) Annex B  
pp 9-14
4. Infrastructure Services Committee recommendation Nos. 1-13 of June 20, 2019 Annex C  
pp 15-19
5. Deputy Corporate Officer – UBCM Resolution - Recreation Sites and Trails Annex D  
pp 20-22
6. Chief Administrative Officer's Report Annex E  
pp 23-24

### COMMUNICATIONS

### MOTIONS

### BYLAWS

7. *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019 – third reading* Annex F  
pp 25-26  
**Voting – Electoral Area Directors – 1 vote each**
8. *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019 – third reading* Annex G  
pp 27-28  
**Voting – Electoral Area Directors – 1 vote each**

9. *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018 – third reading*  
**Voting – Electoral Area Directors – 1 vote each**

Annex H  
pp 29-30

## **DIRECTORS' REPORTS**

Verbal

## **NEW BUSINESS**

## **IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

## **ADJOURNMENT**

## UPCOMING MEETING DATES

### SCRD Board, Committee, and Advisory Committee Meetings (to July 31, 2019)

Agricultural Advisory Committee (AAC)	June 25 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	June 25 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	June 25 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	June 26 at 7:00 pm
Corporate and Administrative Services Committee	June 27 at 9:30 am
Regular Board	June 27 at 1:30 pm
Natural Resources Advisory Committee (NRAC)	June 27 at 3:30 pm
Planning and Community Development Committee	July 11 at 9:30 am
Regular Board	July 11 at 1:30 pm
Roberts Creek (Area D) Advisory Planning Commission	July 15 at 7:00 pm
Infrastructure Services Committee	July 18 at 9:30 am
Policing Committee	July 18 at 1:30 pm
Transportation Advisory Committee	July 18 at 2:45 pm
Ports Monitoring Committee	July 19 at 10:00 am
Agricultural Advisory Committee (AAC)	July 23 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	July 23 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	July 23 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	July 24 at 7:00 pm
Corporate and Administrative Services Committee	July 25 at 9:30 am
Regular Board	July 25 at 1:30 pm
Regional Hospital District	July 25 to follow Board meeting
Egmont/Pender Harbour (Area A) Advisory Planning Commission	July 31 at 7:00 pm

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

Public Hearing – Roberts Creek Official Community Plan Bylaw No. 641.10 and Zoning Amendment Bylaw No. 310.179 (Topping Subdivision)	July 9
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**Please note:** Meeting dates are current as of print date (June 21, 2019).



## SUNSHINE COAST REGIONAL DISTRICT

June 13, 2019

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

<b>PRESENT:</b>	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish T. Lamb A. Paul
<b>ALSO PRESENT:</b>	Acting Chief Administrative Officer	I. Hall
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Infrastructure Services	R. Rosenboom
	Senior Manager, Human Resources	G. Parker (in part)
	Deputy Corporate Officer / Recorder	S. Reid
	Media	2
	Public	1

**CALL TO ORDER** 1:30 p.m.

**AGENDA** It was moved and seconded

170/19 THAT the agenda for the meeting be adopted as amended.

**CARRIED**

### MINUTES

Minutes It was moved and seconded

171/19 THAT the Regular Board meeting minutes of May 23, 2019 be adopted.

**CARRIED**

*The Chair recognized Director McMahon as winner of the Active Transportation Month Challenge and thanked elected officials for their participation.*

**REPORTS**

Corporate

**It was moved and seconded**

172/19

THAT Corporate and Administrative Services Committee recommendation Nos. 1-4, 8, 9 and 11 of May 23, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1**      *Sechelt Public Library Service Establishment*

THAT the report titled Sechelt Public Library Service Establishment be received;

AND THAT staff negotiate a five year funding and service agreement between Electoral Areas A, B and D, the District of Sechelt, the Sechelt Indian Government District and the Sechelt Public Library.

**Recommendation No. 2**      *Sechelt Public Library Service Establishment*

THAT the report titled Sechelt Public Library Service Establishment be forwarded to the District of Sechelt and Sechelt Indian Government District Councils for comment;

AND THAT the report be forwarded to the Sechelt Public Library Board for information.

**Recommendation No. 3**      *Sechelt Public Library Service Establishment*

THAT staff investigate and report back by the fourth quarter of 2019 regarding the implications of implementing a service with the Sunshine Coast Regional District, District of Sechelt and Sechelt Indian Government District for the Sechelt Public Library;

AND THAT the report include cost sharing allocations, options and impact on the provincial funding model and to the Roberts Creek Community Library and Pender Harbour Reading Room.

**Recommendation No. 4**      *Union of British Columbia Municipalities Resolutions*

THAT the report titled Union of British Columbia Municipalities (UBCM) Resolutions be received;

AND THAT the following resolution be approved as amended and forwarded to the UBCM 2019 Convention for consideration:

172/19 cont.

Alternative Transportation Infrastructure

WHEREAS the *Federal Government* has committed itself to the Paris Accord to limit climate warning to 1.5 degrees Celsius and the *Provincial Government* has committed itself to reduce greenhouse gas emissions to 80% below 2007 levels by 2050 and has committed to an active transportation strategy which outlines a path to reduce greenhouse gas emissions;

AND WHEREAS the Ministry of Transportation and Infrastructure are the responsible authority to ensure safe and reliable road infrastructure throughout rural and unincorporated areas in BC:

THEREFORE BE IT RESOLVED that the Provincial government be urged to fund the Ministry of Transportation and Infrastructure to support an increased investment in infrastructure improvements and ongoing maintenance necessary for the safe integration of low carbon alternative modes of transportation on rural roads which connect communities throughout BC.

AND THAT the following resolutions be approved and forwarded to the UBCM 2019 Convention for consideration:

Tree Cutting Authority

WHEREAS regional districts have no regulatory authority for tree cutting except as it relates to environmental hazard protection, while municipalities have broader powers to regulate tree protection;

AND WHEREAS unincorporated rural areas with high population densities may share similar concerns as municipalities with respect to protecting trees to mitigate potential ecosystem impacts, excessive storm water runoff impacting properties, general neighbourhood feel and control over sightlines, as well as the desire to protect certain species of trees:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Provincial government to provide regional districts broader authority over tree cutting that is equal to the regulatory power of municipalities for tree protection, particularly in unincorporated rural areas that are more densely populated.

Coast Forest Sector Revitalization

WHEREAS the Province of BC is undertaking a Coast Forest Sector Revitalization Initiative to rebuild solid wood and associated industries, improve harvest performance, maintain a credible auction system, foster stronger relationships between BC Timber Sales, Licensees and First Nations and restore public confidence through amendments to the Forest and Range Practices Act;

172/19 cont.

AND WHEREAS forests offer provisioning services such as timber, food and fuels; regulating services such as carbon sequestration that keep our planet habitable; cultural services such as recreation; core local government services including drinking water storage and filtration, stormwater management and flood control; and many other ecological processes that are vital to life yet primarily taken for granted and not accounted for;

AND WHEREAS many jurisdictions are assigning economic value to ecosystems services in forests and many other natural areas to support sustainable development, cost effective and reliable service delivery and the long-term preservation of a healthy, biodiverse ecosystem;

THEREFORE BE IT RESOLVED that the Province of BC undertake natural capital valuations in all aspects of its forests and land resources management, starting with the Coast Forest Sector Revitalization Initiative, and demonstrably use these valuations in all related decision-making and asset management.

AND FURTHER THAT staff review the following resolution to include a request to increase service levels and create a separate resolution to advocate for foot passenger service:

Support for BC Ferries Route 3

WHEREAS ferry service levels have the potential to negatively impact ferry dependent communities, both from the perspective of local BC residents and from visiting tourists;

AND WHEREAS coastal ferries are an extension of the highway system and an essential part of the provincial transportation network, crucial to the economic and social health of the coastal region and the tourism industry:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the Ministry of Transportation and Infrastructure work with coastal communities and BC Ferries to develop a strategy for coastal ferry routes that supports additional sailings to reduce sailing waits during peak travel times, including a dedicated foot passenger ferry service that would lessen the demand for car ferry service and encourage the use of public transit and alternative means of transportation where possible.

**Recommendation No. 8**     *August 2019 Ice Offering – Gibsons and Area Community Centre*

THAT the report titled August 2019 Ice Offering – Gibsons and Area Community Centre (GACC) be received;

AND THAT ice be provided at GACC in August 2019 as described in Option 1 – Proceed with August Ice at GACC in 2019.

172/19 cont.      **Recommendation No. 9**      *2019 Rural Areas' Bursary Awards*

THAT the report titled 2019 Rural Areas' Bursary Awards be received;

AND THAT the Sunshine Coast Regional District bursary amount provided to the four Secondary Schools be reviewed at the 2020 Pre-Budget Special Corporate and Administrative Services Committee meeting;

AND THAT staff notify the secondary schools that the following Directors will be attending the graduation ceremonies for bursary presentations:

- Sunshine Coast Alternative School                      Director Hiltz
- Elphinstone Secondary School                          Director Tize
- Pender Harbour Secondary School                      Director Pratt
- Chatelech Secondary School                              Director Pratt.

**Recommendation No. 11**      *Expanded Asset Class Investment Opportunities*

THAT the communication dated May 2, 2019 from Mayor Mike Hurley, City of Burnaby regarding a request for support for changes to the *Community Charter* allowing for expanded asset class investment under prudent investor rules be received.

**CARRIED**

Corporate      **It was moved and seconded**

173/19      THAT Corporate and Administrative Services Committee recommendation No. 7 of May 23, 2019 be received, adopted and acted upon as amended, as follows:

**Recommendation No. 7**      *Procurement Policy Framework*

THAT the report titled Procurement Policy Framework be received;

AND THAT staff provide a draft procurement policy to the July 2019 Corporate and Administrative Services Committee meeting that includes sustainable social procurement, environmental sustainability and local vendor priority options and give consideration to including living wage criteria or creating a separate living wage policy;

AND THAT the following thresholds be included in the draft procurement policy:



173/19 cont.

Estimated Thresholds	Method
Goods and Services	
Less than \$5,000	Small Purchase Guidelines
Less than \$10,000	Informal Quotation Process
\$10,000 to \$50,000	Invitational Process or Formal Competitive Process (RFP, ITQ, RFSO)
Greater than \$50,000	Formal Competitive Process (RFP, ITQ, RFSO)
Construction	
Less than \$100,000	Invitational Process or Formal Competitive Process (RFP, ITT)
Greater than \$100,000	Formal Competitive Process (RFP, ITT)

AND FURTHER THAT staff provide information and options related to becoming a member of the *Coastal Community Social Procurement Initiative*.

**CARRIED**

Planning

**It was moved and seconded**

174/19

THAT Planning and Community Development Committee recommendation No. 2 of June 13, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 2**      *UBCM Resolutions – BC Ferries Service Levels and Foot Passenger Service*

THAT the report titled UBCM Resolutions – BC Ferries Service Levels and Foot Passenger Service be received;

AND THAT the resolutions be approved and submitted to UBCM prior to the June 30 deadline, as follows:

**BC Ferries Service Levels**

WHEREAS BC Ferries vehicle traffic levels in 2018 were the highest ever experienced by BC Ferries and traffic demand is forecast to continue to grow;

174/19 cont.

AND WHEREAS coastal ferries are an extension of the provincial highway system relied upon to transport people and goods, safely, efficiently and on time, and are therefore crucial to the economic and social health of coastal communities and the BC tourism industry:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Provincial government to review the Coastal Ferry Services Contract and implement changes to increase Core Service Levels for coastal ferry routes that support additional sailings and reduce wait times during peak travel periods.

#### BC Ferries Foot Passenger Service

WHEREAS passenger traffic levels on BC Ferries in 2018 were the highest experienced in the past 20 years and the trend for growth is forecast to continue;

AND WHEREAS the provincial *Climate Change Accountability Act* and CleanBC Plan include commitments for collaboration with all sectors to prepare for and adapt to climate change as well as support the growth of low carbon economies in communities throughout British Columbia;

AND WHEREAS BC Ferries' Business Plan commits to meeting changing and evolving customer travel needs and growing and diversifying their revenue base, including exploring the provision of a passenger-only service:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Provincial government to work with BC Ferries to explore expanding their mandate to include dedicated foot passenger ferry service that would meet the forecasted growth in passenger traffic levels, while supporting a low carbon option that may lessen the demand for car ferry service, and encourage the use of public transit and alternative means of transportation where possible.

**CARRIED**

#### **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:28 p.m.*

**IN CAMERA                      It was moved and seconded**

175/19                      THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**CARRIED**

*The Board moved out of In Camera at 3:40 p.m.*

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

176/19                      THAT there be a debrief of the Rural Areas’ Grant-in-Aid process at a future Corporate and Administrative Services Committee meeting.

**CARRIED**

**ADJOURNMENT                      It was moved and seconded**

177/19                      THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:40 p.m.

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

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

\_\_\_\_\_  
Chair

**SUNSHINE COAST REGIONAL DISTRICT  
PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE**

**June 13, 2019**

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RECOMMENDATIONS FROM THE PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975 FIELD ROAD, SECHELT, BC.

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<b>PRESENT:</b>	Chair	B. Beamish
	Directors	A. Tize L. Lee L. Pratt D. McMahon M. Hiltz D. Siegers T. Lamb
<b>ALSO PRESENT:</b>	GM, Planning and Community Development Deputy Corporate Officer Manager, Planning and Development Senior Planner Senior Planner Planner Parks Planning Coordinator Chief, Gibsons & District Volunteer Fire Dept. Administrative Assistant / Recording Secretary Public Media	I. Hall S. Reid (part) A. Allen Y. Siao (part) J. Jackson (part) J. Clark (part) R. Porte (part) R. Michael (part) A. O'Brien 9 (part) 2

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**CALL TO ORDER**     9:30 a.m.

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

**PRESENTATIONS and DELEGATIONS**

*Denny Nordli and Kelsey Oxley, Sunshine Coast Disc Golf Association presented to the Committee regarding a disc golf course proposal for Welcome Woods Wilderness Park and Connor Park in Halfmoon Bay.*

*The Chair thanked Mr. Nordli and Ms. Oxley for their presentations.*

**Recommendation No. 1**     *Sunshine Coast Disc Golf Association Delegation*

The Planning and Community Development Committee recommended that the delegation materials received from the Sunshine Coast Disc Golf Association regarding Disc Golf Course Proposal in Halfmoon Bay be received;

AND THAT staff work with the Sunshine Coast Disc Golf Association regarding the disc golf course proposal in Halfmoon Bay and report to a future Committee with options and next steps.

## REPORTS

### **Recommendation No. 2**     *UBCM Resolutions – BC Ferries Service Levels and Foot Passenger Service*

The Planning and Community Development Committee recommended that the report titled UBCM Resolutions – BC Ferries Service Levels and Foot Passenger Service be received;

AND THAT the resolutions be approved and submitted to UBCM prior to the June 30 deadline, as follows:

#### **BC Ferries Service Levels**

WHEREAS BC Ferries vehicle traffic levels in 2018 were the highest ever experienced by BC Ferries and traffic demand is forecast to continue to grow;

AND WHEREAS coastal ferries are an extension of the provincial highway system relied upon to transport people and goods, safely, efficiently and on time, and are therefore crucial to the economic and social health of coastal communities and the BC tourism industry:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Provincial government to review the Coastal Ferry Services Contract and implement changes to increase Core Service Levels for coastal ferry routes that support additional sailings and reduce wait times during peak travel periods.

#### **BC Ferries Foot Passenger Service**

WHEREAS passenger traffic levels on BC Ferries in 2018 were the highest experienced in the past 20 years and the trend for growth is forecast to continue;

AND WHEREAS the provincial *Climate Change Accountability Act* and CleanBC Plan include commitments for collaboration with all sectors to prepare for and adapt to climate change as well as support the growth of low carbon economies in communities throughout British Columbia;

AND WHEREAS BC Ferries' Business Plan commits to meeting changing and evolving customer travel needs and growing and diversifying their revenue base, including exploring the provision of a passenger-only service:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the Provincial government to work with BC Ferries to explore expanding their mandate to include dedicated foot passenger ferry service that would meet the forecasted growth in passenger traffic levels, while supporting a low carbon option that may lessen the demand for car ferry service, and encourage the use of public transit and alternative means of transportation where possible.

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of June 13, 2019.

**Recommendation No. 3**     *Zoning Amendment Bylaw No. 310.180, 2018 (Toma Subdivision)*

The Planning and Community Development Committee recommended that the report titled Zoning Amendment Bylaw No. 310.180, 2018 Consideration for Third Reading and Adoption - Toma Subdivision be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* be forwarded to the Board for consideration of Third Reading;

AND FURTHER THAT prior to consideration of adoption of *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* the following condition be met:

1. The applicant registers on title of the subject parcel to designate an additional area south of the community septic field to contain potential effluent breakout.

**Recommendation No. 4**     *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019 and Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019 – Pender Harbour Ocean Discovery Station (PODS)*

The Planning and Community Development Committee recommended that the report titled Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019 and Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019 - Consideration for Third Reading and Adoption – Pender Harbour Ocean Discovery Station (PODS) be received;

AND THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019* and *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019* be forwarded to the Board for consideration of Third Reading;

AND FURTHER THAT prior to consideration of adoption of *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019* and *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019* the following conditions be met:

1. The applicant enters into a covenant with the SCRD and registers it on title of the subject parcel stating that:
  - a) At all times when the auditorium is operational, a minimum of 39 off-street parking spaces shall be provided in suitably-zoned locations other than the subject parcel, and shuttle services shall be available between these locations and the subject parcel;
  - b) Prior to the issuance of a building permit for the auditorium, the owner must provide SCRD with evidence that lands have been acquired or permission has been obtained to use lands in locations permitted by the zoning bylaw for the purpose of providing a minimum of 39 off-street parking spaces.
2. The SCRD has received confirmation from the Ministry of Environment and Climate Change Strategy that the proposed development can proceed pursuant to the Environmental Management Act.

**Recommendation No. 5**     *Development Variance Permit DVP00046 (Maynard)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00046 (Maynard) - Electoral Area F be received;

AND THAT Development Variance Permit DVP00046 to vary Zoning Bylaw No. 310 Section 502.8(b) for the maximum floor area of a freestanding auxiliary dwelling, from 55 m<sup>2</sup> to 61 m<sup>2</sup>, be issued subject to:

1. Comments received from Skwxwú7mesh Nation within the 60-day referral period.

**Recommendation No. 6**     *Development Permit Application DP000075 (Gibsons Ready-Mix)*

The Planning and Community Development Committee recommended that the report titled Development Permit Application DP000075 (Gibsons Ready-Mix) be received;

AND THAT the Development Permit DP000075 (Gibsons Ready-Mix) located within Form and Character Development Permit Area 7 (Rural Industry) be issued, subject to the following conditions:

1. The applicant submit a sign and lighting plan acceptable to the Manager, Planning and Development, that addresses the Form and Character Development Permit Area 7 (Rural Industry) signage and site lighting design guidelines.
2. The applicant must provide a cash security deposit based on the estimated amount of the landscape works (softscape and hardscape) plus 10%. The security deposit will be refunded upon request and confirmation that the landscape works have been completed in a manner acceptable to the Manager, Planning and Development.

**Recommendation No. 7**     *Public Participation Phase 2 Zoning Bylaw 310 Update*

The Planning and Community Development Committee recommended that the report titled Public Participation Phase 2 Zoning Bylaw 310 Update be received;

AND THAT the Public Participation Phase 2 report be shared with *shíshálh* Nation, Skwxwú7mesh Nation, Town of Gibsons, District of Sechelt and Advisory Committees for their information.

**Recommendation No. 8**     *Secret Cove Falls Recreation Site Update*

The Planning and Community Development Committee recommended that the report titled Secret Cove Falls Recreation Site Update be received;

AND THAT SCRD seek a supporting Memorandum of Understanding with a community volunteer group for shared stewardship of Secret Cove Falls Recreation Site;

AND THAT pending confirmation of a Memorandum of Understanding with a community volunteer group, the delegated authorities be authorized to enter into a new Partnership Agreement with Recreation Sites and Trails BC for Secret Cove Falls Recreation Site (REC0383);

AND FURTHER THAT resources associated with managing Secret Cove Falls Recreation Site be monitored and an update be provided as part of the 2020 budget process.

**Recommendation No. 9**     *Recreation Sites and Trails BC*

The Planning and Community Development Committee recommended that staff investigate UBCM resolutions regarding the shifting of responsibility of recreation sites and trails to local governments;

AND THAT staff schedule a meeting for the SCRD Board with the Ministry of Forests, Lands and Natural Resource Operations and Rural Development regarding Recreation Sites and Trails BC on the Sunshine Coast at the UBCM Conference.

*The Committee recessed at 10:50 a.m. and reconvened at 10:59 a.m.*

**Recommendation No. 10**     *Gibsons & District Fire Protection Commission Minutes of May 3, 2019*

The Planning and Community Development Committee recommended that the Gibsons & District Fire Protection Commission Minutes of May 3, 2019 be received.

**Recommendation No. 11**     *Gibsons and District Fire Protection Commission Terms of Reference*

The Planning and Community Development Committee recommended that the report titled Gibsons and District Fire Protection Commission Terms of Reference be received;

AND THAT the Terms of Reference be referred to staff for further edits as follows:

- replace all instances of “Committee” with “Commission”.
- edit section 1.1 (b) to add: “and make recommendations on policy direction for fire protection services in the area”.
- strike out section 4.6 (e) “preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD.”
- strike out section 4.5 (c) “report back to the appropriate Standing Committee and Regional District staff.”

AND FURTHER THAT the amended Terms of Reference be circulated to Fire Commission members and brought back to the next Planning and Community Development Committee before being forwarded to the Town of Gibsons.

**Recommendation No. 12**     *Area A APC Minutes of May 29 2019*

The Planning and Community Development Committee recommended that the Egmont/ Pender Harbour Advisory Planning Commission minutes of May 29, 2019 be received.



**Recommendation No. 13**    *Area D APC Minutes of May 13, 2019*

The Planning and Community Development Committee recommended that the Roberts Creek Advisory Planning Commission minutes of May 13, 2019 be received.

**IN CAMERA**

*The Committee moved In-Camera at 11:17 a.m.*

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e), (i) and (k) of the *Community Charter* – “the acquisition, disposition or expropriation of land or improvements...”, “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose” and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

*The Committee moved out of In Camera at 11:45 a.m.*

**ADJOURNMENT**    11:45 a.m.

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Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT  
INFRASTRUCTURE SERVICES COMMITTEE**

**June 20, 2019**

RECOMMENDATIONS FROM THE INFRASTRUCTURE SERVICES COMMITTEE MEETING  
HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT AT 1975  
FIELD ROAD, SECHELT, BC

<b>PRESENT:</b>	Chair	D. McMahon
	Directors	M. Hiltz L. Lee A. Paul L. Hulls (Alt) A. Tize D. Siegers T. Lamb B. Beamish
<b>ALSO PRESENT:</b>	Interim Chief Administrative Officer	A. Legault
	GM, Infrastructure Services	R. Rosenboom
	GM, Corporate Services/Chief Financial Officer	T. Perreault (part)
	GM, Planning & Community Development	I. Hall (part)
	Manager, Solid Waste Programs	R. Cooper (part)
	Manager, Utility Services	S. Walkey (part)
	Recording Secretary	T. Ohlson
	Media	1
	Public	9

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

**AGENDA** The agenda was amended to include the following:

- New Business: PMAC Update and Webcams

*The General Manager, Infrastructure Services presented a Water Supply Update which included the status of the 2019 water supply for the Chapman Creek and Eastbourne Water systems, as well as an update on outreach, education, enforcement and special initiatives.*

**Recommendation No. 1** Water Supply Update

The Infrastructure Services Committee recommended that the Board Chair, staff and consultants be authorized to meet with the Ministry of Forests, Lands and Natural Resource Operations and Rural Development in Victoria to advocate for necessary approvals related to measures to address the water supply situation on the Sunshine Coast;

AND THAT should a meeting be scheduled with the appropriate individuals in Victoria, the heads of all local governments on the Sunshine Coast and the MLA, Nicholas Simons be invited to attend that meeting.

## REPORTS

### **Recommendation No. 2**      *Water Emergency Declaration*

The Infrastructure Services Committee recommended that the report titled Water Emergency Declaration be received.

### **Recommendation No. 3**      *Water Crisis Declaration*

The Infrastructure Services Committee recommended that:

WHEREAS the SCRD has insufficient water supply available in the Chapman System to get through a dry summer without going past Stage 2 water regulations;

AND there is no prospect of bringing additional water supplies online in 2019;

AND going to Stage 4 water regulations in three of the four past summers has caused hardship to the community;

AND the 2019 spring was drier than normal and the weather forecast for the summer of 2019 is warmer and drier than normal;

AND the Tetrahedron snow pack level at the end of the winter was well below average;

THEREFORE BE IT RESOLVED that the SCRD declare an immediate Water Crisis;

AND BE IT FURTHER RESOLVED THAT the SCRD take strong measures to reduce our own water usage this summer, proactively work with large water users to implement conservation measures, and step up enforcement of water restriction violations, including mandatory fines for residents who have previously received a warning;

AND BE IT FURTHER RESOLVED THAT to address our long-term water supply situation a Water Summit of community stakeholders be convened this fall or winter to make recommendations on revisions to the Drought Management Plan and Comprehensive Regional Water Plan.

### **Recommendation No. 4**      *Managing Growth to Address Water Supply Deficit*

The Infrastructure Services Committee recommended that the report titled Managing Growth to Address Water Supply Deficit be received;

AND THAT staff report to a future Committee on the scope of influence on water conservation measures that the SCRD can implement in its bylaws related to subdivision servicing and zoning.

**Recommendation No. 5**      *Green Waste Program - Overview*

The Infrastructure Services Committee recommended that the report titled Green Waste Program – Overview be received;

AND THAT the required procurement processes to continue the current Green Waste program be initiated.

*The Infrastructure Services Committee recessed at 11:10 a.m. and reconvened at 11:22 a.m.*

**Recommendation No. 6**      *SCRD Recycling Depots - Overview*

The Infrastructure Services Committee recommended that the report titled SCRD Recycling Depots – Overview be received for information;

AND THAT staff provide a report to Committee on the process and implications of creating a new service for rural area curbside recycling for Electoral Areas B and D.

**Recommendation No. 7**      *Commercial Recycling - Update*

The Infrastructure Services Committee recommended that the report titled Commercial Recycling – Update be received;

AND THAT the SCRD send a letter to the Minister of Environment and Climate Change Strategy to request that the BC Recycling Regulation be amended to expand the scope for Packaging and Paper Products to include the Industrial, Commercial and Institutional sector.

**Recommendation No. 8**      *Single-Use Plastics Ban Considerations*

The Infrastructure Services Committee recommended that the report titled Single-Use Plastics Ban Considerations be received for information;

AND THAT a letter be sent to the Minister of Environment and Climate Change Strategy to request province-wide regulations to reduce single-use plastics and disposable plastic packaging;

AND FURTHER THAT staff bring forward a report with timelines and implications for a consultation program for commercial, industrial and retail sectors with ways to reduce or eliminate use of single-use plastics and align the program with the timelines of municipal government bans.

**Recommendation No. 9**      *South Pender Harbour Watermain Replacement Project Update and Budget Increase*

The Infrastructure Services Committee recommended that the report titled South Pender Harbour Watermain Replacement Project Update and Budget Increase be received;

AND THAT the contract to BA Blacktop Ltd. for the South Pender Harbour Watermain Replacement work be increased up to \$1,849,732;

AND THAT the contract to Onsite Engineering Ltd. for the North and South Pender Harbour Watermain Replacement – Engineering Design be increased up to \$242,940;

AND THAT the delegated authorities be authorized to execute the increases to both the overall contract prices;

AND THAT the South Pender Harbour watermain replacement project budget be increased by \$188,680 to \$2,038,412 with the additional increase of \$188,680 funded from operating reserves;

AND THAT the 2019-2023 Financial Plan be amended accordingly;

AND FURTHER THAT this recommendation be forwarded to the June 27, 2019 Board Meeting for consideration of adoption.

**Recommendation No. 10**     *Sunshine Coast Rotary Club Offer of Donation – AED and Flotation Devices*

The Infrastructure Services Committee recommended that the report titled Sunshine Coast Rotary Club Offer of Donation – AED and Flotation Devices be received;

AND THAT the SCRD work with the Sunshine Coast Rotary Club toward the donation of up to seven AEDs and up to six rescue tubes for priority locations identified in this report;

AND THAT staff accept the donation and deploy equipment as recommended;

AND THAT staff seek to offset staff time with an ongoing partnership with the Sunshine Coast Rotary Club;

AND THAT the [650] Community Parks base budget funding from taxation be increased by \$4,300 annually and staff report annually as to the costs and operation of the program;

AND FURTHER THAT the 2020-2024 Financial Plan and Human Resources Plan be amended accordingly.

**COMMUNICATIONS**

**Recommendation No. 11**     *Correspondence*

The Infrastructure Services Committee recommended that the correspondence from the Southern Sunshine Coast Farmers Institute regarding the water needs on the Sunshine Coast be received;

AND THAT the letter from the Southern Sunshine Coast Farmers Institute be referred to staff and that staff report back to Committee in Q4 2019 on the water saving measures requested in the letter, the feasibility of implementation and the financial implications.

**Recommendation No. 12**    *Correspondence*

The Infrastructure Services Committee recommended that a letter be sent to the Southern Sunshine Coast Farmers Institute to acknowledge their concerns and advise them of the actions being taken by the SCRD.

**Recommendation No. 13**    *Correspondence*

The Infrastructure Services Committee recommended that staff investigate the impact of food growers to continue to water crops during Stage 4 and report back to Committee in Q4 2019.

**NEW BUSINESS**

*The General Manager, Infrastructure Services provided an update on the extension of the deadline for the PMAC recruitment process.*

*Director Hiltz advised the Committee of three new Drive BC webcams located at the top of the bypass in Langdale.*

**IN CAMERA**

*The Committee moved In-Camera at 12:48 p.m.*

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

*The Committee moved out of In Camera at 1:00 p.m.*

**ADJOURNMENT**                      1:00 p.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Regular Board – June 27, 2019

**AUTHOR:** Sherry Reid, Deputy Corporate Officer

**SUBJECT:** UBCM RESOLUTION – RECREATION SITES AND TRAILS

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### RECOMMENDATION(S)

**THAT** the report titled UBCM Resolutions – Recreation Sites and Trails be received;

**AND THAT** the draft resolution be approved or amended and submitted to UBCM prior to the June 30 deadline.

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### BACKGROUND

The following recommendation was adopted at the June 13<sup>th</sup> Planning and Community Development Committee:

**Recommendation No. 9**      *Recreation Sites and Trails BC*

The Planning and Community Development Committee recommended that staff investigate UBCM resolutions regarding the shifting of responsibility of recreation sites and trails to local governments;

AND THAT staff schedule a meeting for the SCRD Board with the Ministry of Forests, Lands and Natural Resource Operations and Rural Development regarding Recreation Sites and Trails BC on the Sunshine Coast at the UBCM Conference.

### DISCUSSION

Staff have investigated previous resolutions submitted to UBCM on the subject of recreation sites and trails. A search of UBCM's resolution database revealed that approximately 8 resolutions have been considered since 2002, and 6 of those have been endorsed by the UBCM membership. Resolutions were sponsored by various municipalities and regional districts such as: Golden, Burns Lake, Squamish-Lillooet Regional District, Parksville, Comox-Strathcona Regional District and New Hazelton. In 2002 and 2003 resolutions were initially focused on returning the responsibility for the management of trails and recreation sites back to the Province's mandate. More recent resolutions, submitted in 2010, 2015 and 2018, have focused on requests for additional funding to support increased costs resulting from increasing visitors, as well as to support ongoing maintenance and upgrades for sites and trails.

In 2010, the UBCM-endorsed resolution submitted by Burns Lake requesting an increase in funding received this response from the Province:

*The Ministry of Natural Resource Operations (MNRO) recognizes the valuable social, economic and environmental contributions that recreation sites and trails provide to communities throughout British Columbia. There are now more than 1300 recreation sites and over 800 trails located in all regions of the province.*

*During these challenging economic times, the Province has been reviewing how we operate and making tough decisions in order to protect core services like health and education.*

*For the past two years MNRO has leveraged additional funding assistance available from the Federal and Local Governments to achieve mutual goals, including keeping recreation sites and trails open.*

*In addition, MNRO has established 269 partnership agreements with recreation groups, community organizations, First Nations, private citizens, local governments or forest companies to maintain 378 recreation sites and 260 trails. At 124 recreation sites and 61 trails, user fees are collected and retained by the agreement holder to help pay for services provided. Services may include on-site supervision, garbage removal, ground maintenance, trail grooming, and other activities. In 2009/10, \$2.1 million in user fees was collected.*

*Recreation sites and trails are an important component of the Province's tourism infrastructure and will continue to provide significant opportunities for economic development in local communities. While government funding for managing recreation sites and trails is limited in the current fiscal environment, the Province is looking for innovative ways of keeping our sites and trails open and safe for the public to enjoy.*

Should the Board choose to submit a resolution to UBCM with respect to Recreation Sites and Trails, staff have prepared the following draft resolution for consideration:

WHEREAS provincial recreation sites and trails are highly valued community assets which are important to the provincial tourism economy and require dedicated, coordinated and ongoing management;

AND WHEREAS provincial funding provided through recreation sites and trails agreements has been significantly decreasing over the years, while local governments and non-profit community partners are becoming increasingly challenged to adequately manage the ongoing maintenance, operation and service demands required due to a lack of resources:

THEREFORE BE IT RESOLVED that the provincial government be urged to increase funding provided through recreation sites and trails partnership agreements to ensure local governments and community partners are properly resourced and have the necessary support required to be effective in their role as managers, caretakers and stewards of BC's provincial recreation assets.

*Timeline for next steps or estimated completion date*

Resolutions must be submitted to UBCM by June 30, 2019.



## STRATEGIC PLAN AND RELATED POLICIES

Submission of resolutions to UBCM is consistent with the SCRD strategic values of Collaboration and Transparency and also supports the SCRD's mission to provide leadership and quality services to our community through effective and responsive government.

## CONCLUSION

In response to the Recommendation made at the June 13, 2019 Planning and Community Development Committee, staff have provided background information on previously submitted UBCM resolutions on the topic of provincial recreation sites and trails. A draft resolution that advocates for increased funding to support the management of provincial recreation sites and trails has been prepared for the Board's consideration.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – June 27, 2019

**AUTHOR:** Angie Legault, Interim Chief Administrative Officer

**SUBJECT:** CHIEF ADMINISTRATIVE OFFICER'S REPORT

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### RECOMMENDATION(S)

**THAT the report titled Chief Administrative Officer's Report be received for information.**

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### BACKGROUND

This report provides information on the activities of the Chief Administrative Officer (CAO).

### DISCUSSION

#### *Administration:*

Staff continue to work collaboratively to address work priorities and respond to community questions or concerns.

A Rural Directors workshop was held on June 6, 2019 and a variety of issues related to bylaw enforcement were discussed.

An aerial tour of Chapman and Edwards Lakes, reservoir sites and the Sechelt Landfill was provided for Directors on June 17.

BC Assessment provided two workshops on June 19; one for Elected Officials in the morning and one for staff in the afternoon. Michael Spatharakis, Manager, Local Government Customers and Clayton Olson, Acting Deputy Assessor provided an interactive session on topics related to Assessment and Valuation. Staff from the Town of Gibsons, District of Sechelt, and shíshálh Nation were also invited to participate.

In the spirit of continuous learning, staff are planning Lunch & Learn sessions for Directors on the following:

- Water Contingency Planning
- Building rules for tiny homes
- Asset Management Primer

A tour of Gibsons Recycling Depot, Gibsons Green Waste Facility and Salish Soils is also planned for Directors on June 24.

Staff participated in a conference call with Association of Vancouver Island Coastal Communities (AVICC) CAOs to follow up on the active transportation infrastructure project. A staff report will be forthcoming in July.

***SCRD Staff Development and Engagement:***

- A Leadership Forum related to a Code of Conduct and Respectful Workplace Policy was held.
- A Lunch and Learn for staff was held on May 28 to provide an update on water supply, the Drought Management Plan, community engagement events and the 2019 summer forecast for water supply.
- 2019 Long-Service Awards were held on May 29 to celebrate staff for the service they have provided the community. Awards were presented to staff for service ranging from 5 to 30 years.
- The Interim CAO attended the Local Government Management Association conference and Annual General Meeting. The event featured keynote presentations and concurrent education sessions around thematic pillars of: Creating Sustainable Communities, Innovation in Local Government, Future-Ready Workforce and Trends in Local Government.

***Engagements:***

- A series of Water Dialogues were held June 3-5 (two in Sechelt and one in Gibsons). Approximately 340 citizens attended the sessions over the three days to learn about the water supply, as well as ask questions and provide input on water. A video recording of the Chair's message and the General Manager of Infrastructure Services' presentation are available on the SCRD's YouTube channel.
- The SCRD participated in the Home and Garden Show on June 8 at the Gibsons and Area Community Centre. The SCRD booth provided information on water and solid waste and had 181 visitors.

**STRATEGIC PLAN AND RELATED POLICIES**

The Strategic Plan is a key document for the CAO's office and provides the overall administrative guidance for the business of the SCRD.

**CONCLUSION**

The CAO report summarizes key initiatives and activities which align to the priorities of the Strategic Plan and Board's direction.

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 708.1

A bylaw to amend the *Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017*

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

#### PART A – CITATION

1. This bylaw may be cited as *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019*.

#### PART B – AMENDMENT

2. *Egmont / Pender Harbour Official Community Plan Bylaw No. 708, 2017* is hereby amended as follows:

Map 1: Land Use Designations is amended by re-designating Parcel 1 District Lot 1543 Group 1 New Westminster District Plan EPP960, from “Tourist Commercial” to “Public Uses and Utilities”.

#### PART C – ADOPTION

READ A FIRST TIME this 10<sup>TH</sup> DAY OF JANUARY 2019

PURSUANT TO SECTION 475 OF THE LOCAL  
GOVERNMENT ACT CONSULTATION  
REQUIREMENTS CONSIDERED this

10<sup>TH</sup> DAY OF JANUARY 2019

READ A SECOND TIME this

25<sup>TH</sup> DAY OF APRIL 2019

CONSIDERED IN CONJUNCTION WITH THE  
SUNSHINE COAST REGIONAL DISTRICT  
FINANCIAL PLAN AND ANY APPLICABLE WASTE  
MANAGEMENT PLANS PURSUANT TO  
THE LOCAL GOVERNMENT ACT this

25<sup>TH</sup> DAY OF APRIL 2019

PUBLIC HEARING HELD PURSUANT TO  
THE *LOCAL GOVERNMENT ACT* this

14<sup>TH</sup> DAY OF MAY 2019

READ A THIRD TIME this

DAY OF MONTH YEAR

ADOPTED this

DAY OF MONTH YEAR

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Corporate Officer

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Chair

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 337.116

A bylaw to amend the *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990*

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

#### PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019*.

#### PART B – AMENDMENT

2. *Sunshine Coast Regional District Electoral Area A Zoning Bylaw No. 337, 1990* is hereby amended as follows:
  - i. Amend Schedule A of Electoral Area A Zoning Bylaw No. 337, 1990 by rezoning Parcel 1 District Lot 1543 Group 1 New Westminster District Plan EPP960, from R2 (Single and Two Family Residential) and C3 (General Commercial) to PA1D (Research and Assembly).
  - ii. Insert the following section immediately following Section 1145.3:

#### **PA1D (Research and Assembly)**

##### Permitted Uses

1146.1 The following uses are permitted:

##### Principal Uses:

- (a) aquarium, exhibition
- (b) auditorium, theatre
- (c) office, laboratory, research and diving facility

##### Auxiliary Uses:

- (d) restaurant, pub
- (e) gift shop, retail
- (f) caretaker's residence
- (g) boat ramp

#### Siting Requirements

1146.2 No structure shall be sited within:

- (a) 5 metres from the south parcel line
- (b) 5 metres from the north parcel line
- (c) 4 metres from the west parcel line
- (d) 15 metres from the natural boundary contiguous to the ocean

#### Building Height

1146.3 The maximum building height shall be 13 metres

#### Parcel Coverage

1146.4 The coverage of all buildings and structures within the PA1D Zone shall not exceed 35%.

#### Parking spaces

1146.5 The minimum number of off-street parking spaces shall be:

- (a) 42 within the PA1D Zone for all permitted uses in Section 1146.1 except auditorium
- (b) 51 within the PA1D Zone plus 39 in other areas permitted by this bylaw and secured by a covenant for all permitted uses in Section 1146.1

#### Loading Spaces

1146.6 The minimum number of loading spaces shall be 3.

### **PART C – ADOPTION**

READ A FIRST TIME this	10 <sup>TH</sup> DAY OF JANUARY	2019
READ A SECOND TIME this	25 <sup>TH</sup> DAY OF APRIL	2019
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	14 <sup>TH</sup> DAY OF MAY	2019
READ A THIRD TIME this	DAY OF MONTH	YEAR
ADOPTED this	DAY OF MONTH	YEAR

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Corporate Officer

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Chair

## SUNSHINE COAST REGIONAL DISTRICT

### BYLAW NO. 310.180

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

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

#### PART A – CITATION

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018*.

#### PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended as follows:
  - a. Schedule B of Zoning Bylaw No. 310, 1987 is amended by rezoning Subdivision District E to Subdivision District D for Lot 1 District Lot 1582 Group 1 New Westminster District Plan BCP32014, as depicted on Appendix A, attached to and forming part of this bylaw.

#### PART C – ADOPTION

READ A FIRST TIME this	24 <sup>TH</sup> DAY OF MAY	2018
READ A SECOND TIME this	28 <sup>TH</sup> DAY OF MARCH	2019
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	16 <sup>TH</sup> DAY OF APRIL	2019
READ A THIRD TIME this	DAY OF      MONTH	YEAR
ADOPTED this	DAY OF      MONTH	YEAR

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Corporate Officer

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Chair



# Appendix A to Zoning Amendment Bylaw 310.180, 2018

