



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, OCTOBER 10, 2019

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of September 12, 2019

Annex A
Pages 1-11

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

3. Ed Pednaud, Better Fields Committee
Regarding quality of playing fields

Annex B
p 12 – 24

REPORTS

4. Planning and Community Development Committee recommendation Nos. 1-3, 5-10, 14-19, 21-24, 26 and 28 of September 12, 2019
(*recommendation Nos. 4, 11, 12, 13, 20, 25 and 27 previously adopted*)

Annex C
pp 25 – 33

5. Infrastructure Services Committee recommendation Nos. 1-13 of September 19, 2019

Annex D
pp 34 – 37

6. Corporate and Administrative Services Committee recommendation Nos. 1-14 of September 19, 2019

Annex E
pp 38 – 42

7. Chief Administrative Officer –2019-2023 Amended Draft Strategic Plan

Annex F
pp 43 – 61

COMMUNICATIONS

MOTIONS

8. THAT the resignation of Sandra Cunningham from the Area E Advisory Planning Commission be received.

BYLAWS

9. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* Annex G
– **third reading and adoption** pp 62 – 63
(**Voting – Electoral Area Directors – 1 vote each**)
10. *Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018* Annex H
– **third reading and adoption** pp 64 – 65
(**Voting – Electoral Area Directors – 1 vote each**)

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), (g), (k) (i) and 2(b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the acquisition, disposition, or expropriation of land...”, “litigation or potential litigation...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “the receipt of advice that is subject to solicitor-client privilege...” “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

ADJOURNMENT

UPCOMING MEETING DATES

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

Planning and Community Development Committee	October 10 at 9:30 am
Regular Board	October 10 at 1:30 pm
Natural Resources Advisory Committee (NRAC)	October 16 at 3:30 pm
Infrastructure Services Committee	October 17 at 9:30 am
Policing and Public Safety Committee	October 17 at 1:30 pm
Transportation Advisory Committee	October 17 at 2:45 pm
Roberts Creek (Area D) Advisory Commission	October 21 at 7:00 pm
Agricultural Advisory Committee (AAC)	October 22 at 3:30 pm
Halfmoon Bay (Area B) Advisory Planning Commission	October 22 at 7:00 pm
West Howe Sound (Area F) Advisory Planning Commission	October 22 at 7:00 pm
Elphinstone (Area E) Advisory Planning Commission	October 23 at 7:00 pm
Corporate and Administrative Services Committee	October 24 at 9:30 am
Regular Board	October 24 at 1:30 pm
Regional Hospital District	October 24 to follow Board
Egmont/Pender Harbour (Area A) Advisory Planning Commission	October 30 at 7:00 pm

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

VCH Local Government Liaison Meeting	October 18 at 9:30 am
VCH Joint RHD Capital Planning Meeting	October 18 at 11:30 am
Drought Approach 2019 (Frank West Hall)	October 23 4:30 pm
Howe Sound Community Forum	October 25
Drought Approach 2019 (Chatelech)	October 28 at 5 pm

Please note: Meeting dates are current as of print date (October 4, 2019).



SUNSHINE COAST REGIONAL DISTRICT

September 12, 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.

PRESENT:	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish T. Lamb
ALSO PRESENT:	Interim Chief Administrative Officer	M. Brown
	Corporate Officer	S. Reid
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Senior Manager, Human Resources	G. Parker (in part)
	Chief Building Official	A. Whittleton (in part)
	Executive Assistant / Recorder	T. Hincks
	Media	1
	Public	9

CALL TO ORDER 1:30 p.m.

AGENDA It was moved and seconded

215/19 THAT the agenda for the meeting be adopted as amended.

CARRIED

MINUTES

Minutes It was moved and seconded

216/19 THAT the Regular Board meeting minutes of July 25, 2019 be adopted.

CARRIED

Minutes **It was moved and seconded**

217/19 THAT the Special Board meeting minutes of August 8, 2019 be adopted.

CARRIED

REPORTS

Corporate **It was moved and seconded**

218/19 THAT Corporate and Administrative Services Committee recommendation Nos. 2-7, and 10-15 and of July 25, 2019 be received, adopted and acted upon as follows:

Recommendation No. 2 *Corporate General Ledger Budget Variance – 2nd Quarter*

THAT the report titled Corporate General Ledger Budget Variance Report for Period Ending June 30, 2019 be received for information.

Recommendation No. 3 *Regional Solid Waste [350] Variance – 2nd Quarter*

THAT the report titled Regional Solid Waste [350] Variance Reporting for Period Ending June 30, 2019 be received for information.

Recommendation No. 4 *Recreation Facilities [615] Variance – 2nd Quarter*

THAT the report titled Recreation Facilities [615] Variance Reporting for Period Ending June 30, 2019 be received for information.

Recommendation No. 5 *Building Inspection [520] Variance – 2nd Quarter*

THAT the report titled Building Inspection [520] Variance Reporting for Period Ending June 30, 2019 be received;

AND THAT individual quarterly variance reporting for Building Inspection [520] be discontinued with variance analysis for this service reported in the corporate variance report going forward.

Recommendation No. 6 *Public Transit [310] Variance – 2nd Quarter*

THAT the report titled Public Transit [310] Variance Reporting for Period Ending June 30, 2019 be received for information.

Recommendation No. 7 *Ports [345] Repairs and Maintenance Budget*

THAT the report titled Ports [345] Repairs and Maintenance Budget be received;

218/19 cont.

AND THAT the 2019-2023 Financial Plan be amended to increase the 2019 Ports [345] operating budget for repairs and maintenance by \$85,000 funded as required revenue in the 2019 budget and recovered from taxation in 2020.

Recommendation No. 10 *Long Term Debt*

THAT the report titled Long Term Debt as at June 30, 2019 be received for information.

Recommendation No. 11 *Gas Tax Community Works Fund Update*

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

Recommendation No. 12 *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending June 30, 2019 be received for information.

Recommendation No. 13 *Revised Draft Procurement Policy*

THAT the report titled Sunshine Coast Regional District (SCRD) Revised Draft Procurement Policy be received;

AND THAT the Procurement Policy be approved as presented;

AND THAT the SCRD apply for membership to the Coastal Communities Social Procurement Initiative (CCSPI);

AND THAT the base budget for Purchasing and Risk Management [116] be amended by \$3,095 to cover the CCSPI membership fee;

AND THAT the 2019/2020 portion be recovered through support service recoveries;

AND FURTHER THAT the 2019-2023 Financial Plan be updated accordingly.

Recommendation No. 14 *Contracts Between \$50,000 and \$100,000t*

THAT the report titled Contracts Between \$50,000 and \$100,000 from April 1 to June 30, 2019 be received for information.

Recommendation No. 15 *Corporate and Administrative Services – Semi Annual Report for January to June 2019*

THAT the report titled Corporate and Administrative Services – Semi Annual Report for January to June 2019 be received for information.

CARRIED

Planning

It was moved and seconded

219/19

THAT Planning and Community Development Committee recommendation Nos. 4, 11, 12, 13, 20, 25 and 27 of September 12, 2019 be received, adopted and acted upon as follows:

Recommendation No. 4 *Speakers for 2019 Resolutions to UBCM*

THAT the report titled Speakers for 2019 Resolutions to Union of BC Municipalities (UBCM) Convention be received;

AND THAT speakers be designated for each resolution as follows;

1. Climate Emergency Declaration (UBCM Resolution No. C35) - Director Tize
2. Intergovernmental Collaboration on Land Use Planning (UBCM Resolution No. C42) - Director Siegers
3. Logging in the Urban Interface (UBCM Resolution No. B47) – Director Siegers
4. Parking Enforcement in Rural Areas (UBCM Resolution No. B57) – Director Lee
5. Alternative Transportation Infrastructure (UBCM Resolution No. B16) – Director Tize or Director McMahon
6. BC Ferries Foot Passenger Service (UBCM Resolution No. B119) – Director Pratt
7. BC Ferries Service Levels (UBCM Resolution No. B18) – Director Pratt
8. Coast Forest Revitalization (UBCM Resolution No. B166) – Director Pratt or Director Tize
9. Recreation Sites and Trails (UBCM Resolution No. B50) – Director Hiltz
10. Tree Cutting Authority for Regional Districts (UBCM Resolution No. B58) – Director Tize.

Recommendation No. 11 *RFP 19 381 Ice Resurfacer Award Report*

THAT the staff report titled RFP 19 381 Ice Resurfacer Award Report be received;

AND THAT Sunshine Coast Regional District award the purchase contract to Kendrick Equipment Ltd. for a new ice resurfacer at a total value of \$193,991 (plus GST).

219/19 cont.

Recommendation No. 12 *RFQ 1935003 Contract Award for Wood Waste Hauling and Disposal Service*

THAT the staff report titled Request for Quotation (RFQ) 1935003 Contract Award for Wood Waste Hauling and Disposal Service be received;

AND THAT a contract for Wood Waste Hauling and Disposal Project be awarded to Salish Environmental Group Inc. for the total value of \$206,360 (before GST);

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

Recommendation No. 13 *CleanBC Plastics Action Plan Policy Consultation Paper Response*

THAT the staff report titled CleanBC Plastics Action Plan Policy Consultation Paper Response be received;

AND THAT the draft response letter included in Attachment B of the staff report be amended as follows and sent to Minister Heyman;

“For example, the contents of a drink container should not affect where it can and cannot be accepted for recycling. As well, some drink containers have a deposit, where others such as dairy containers, do not.”

Recommendation No. 20 *BCTS Operating Plan Summary of APC Comments and Analysis*

THAT a summary with brief analysis of Advisory Planning Commission comments on the BCTS Operating Plan be brought to an October Standing Committee meeting.

Recommendation No. 25 *Joint Local Government Submission regarding Provincial Plastics Action Plan*

THAT the correspondence from Karen Elliott, Mayor of Squamish and Josie Osborne, Mayor of Tofino, dated September 3, 2019 with respect to Joint Local Government Submission regarding Provincial Plastics Action Plan be received;

AND THAT the SCRD Board supports to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation of the Environmental Management Act*.

219/19 cont.

Recommendation No. 27 *Single-Use Plastics and Packaging Ban*

WHEREAS Regional Districts cannot pursue a ban on single-use plastic and packaging as such action is outside of the SCRD's legislative authority; however, the SCRD can advocate for reduction in single-use plastics and packaging;

AND WHEREAS the SCRD landfill is reaching the end of its lifecycle, and reduction of all waste items is crucial for extending this as the SCRD has not reached 100% diversion;

AND WHEREAS the financial burden borne by the SCRD is growing and the community cannot not wait for the provincial and federal governments to write policy on single-use plastics and packaging;

THEREFORE BE IT RESOLVED THAT the SCRD Board send letters to the member municipalities requesting a ban single-use plastics and packaging.

CARRIED

Strategic Plan

It was moved and seconded

220/19

THAT the draft Board Message in the 2019-2023 Strategic Plan be amended as follows:

The Sunshine Coast Regional District (SCRD) is pleased to present our 2019-2023 Strategic Plan. We are honoured to live, work and play on the traditional territories of the *shíshálh* and Sk̓wxwú7mesh First Nations and we are grateful for their partnerships and generosity in sharing this beautiful place.

The election in Autumn 2018 brought many new voices to local government on the Sunshine Coast. These new perspectives are threaded throughout our Strategic Plan, bringing forward the concerns and the priorities we have heard from our community.

Many large issues face our coast as a whole and it is important that we tackle them with intention and purpose, while respecting diverse views and needs. Climate change and resilience is quickly becoming a top concern for all citizens, and local governments must be part of the solution.

Responsible infrastructure management, including natural asset management, is a key responsibility of regional government. We will continue to effectively maintain, build and replace these investments for today and the future.

Advocacy to the provincial and federal governments and other agencies for our coast, our people, and our future is crucial for our continued success. Unifying our voices through regional collaboration and partnerships between all governments and stakeholders will build a strong foundation for all citizens.

220/19 cont.

This board is committed to being transparent and collaborative with our constituents and other local governments, including our First Nations partner of the *shíshálh* nation and building our relationship with the Skwxwú7mesh nation.

We cannot accomplish big goals without bringing everyone with us. Through consultation, conversation and community partnership, we will move forward together.

AND THAT the draft 2019-2023 Strategic Plan be forwarded to municipal partners, Advisory Planning Commissions, the Agricultural Advisory Committee and the Natural Resource Advisory Committee for comments;

AND THAT staff be authorized to use the draft 2019-2023 Strategic Plan as presented to provide direction for the purpose of developing preliminary budget proposals;

AND FURTHER THAT the draft 2019-2023 Strategic Plan be forwarded to the October 10, 2019 Board meeting with comments received by partners and advisory committees.

CARRIED

Notice on Title

It was moved and seconded

221/19

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

AND THAT the Notice on Title against the land title of Lot 83, District Lot 5387, Plan 16493, NWD Group 1, PID 007-495-692 be postponed for 90 days to provide the owners additional time to bring the property into compliance.

CARRIED

CAO Report

It was moved and seconded

222/19

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

CARRIED

COMMUNICATIONS

BC Ferry Authority

It was moved and seconded

223/19

THAT the correspondence from Sandra A. Stoddart-Hansen, Chair, Board of Directors, BC Ferry Authority, dated July 17, 2019, regarding nominations for appointment to the BC Ferry Authority Board of Directors be received;

223/19 cont. AND THAT staff proceed with a recruitment process for nominees for the BC Ferry Authority Board of Directors.

CARRIED

C2C Funding **It was moved and seconded**

224/19 THAT the correspondence from Darnelda Siegers, Mayor, District of Sechelt dated September 11, 2019 regarding request for support for UBCM Community to Community funding application be received;

AND THAT a letter be sent to the District of Sechelt in support of the Community to Community funding application.

CARRIED

BYLAWS

Bylaw 599.9 **It was moved and seconded**

225/19 THAT *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019* be read a first time.

CARRIED

Bylaw 599.9 **It was moved and seconded**

226/19 THAT *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019* be read a second time.

CARRIED

Bylaw 599.9 **It was moved and seconded**

227/19 THAT *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019* be read a third time.

CARRIED

Bylaw 599.9 **It was moved and seconded**

228/19 THAT *Community Recreation Facilities Fees and Charges Amendment Bylaw No. 599.9, 2019* be adopted.

CARRIED

Bylaw 310.180 **It was moved and seconded**

229/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2019* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

In Camera **It was moved and seconded**

230/19 THAT Alternate Director Croal be authorized to attend the In Camera Regular Board meeting of September 12, 2019.

CARRIED

The Board moved In Camera at 3:10 p.m.

IN CAMERA It was moved and seconded

231/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e), (g), (k) and (i) 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...” “litigation or potential litigation...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “the receipt of advice that is subject to solicitor-client privilege...”.

CARRIED

The Board moved out of In Camera at 4:27 p.m.

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

232/19 THAT the 2019 Grant-in-Aid applications for fire and safety related items be denied per Section 1.10 of the Rural Areas' Grant-in-Aid Policy.

CARRIED

Organics RFP **It was moved and seconded**

233/19 THAT a public Request for Proposals for organics processing be issued.

CARRIED

Appointments **It was moved and seconded**

234/19 THAT a letter be sent to the Office of the Fire Commissioner requesting that the following individuals be appointed as Local Assistants to the Fire Commissioner:

1. Matt Treit, All SCRD Fire Departments
2. Rick Ruth, Gibsons & District Volunteer Fire Department
3. Chris Facchin, Gibsons & District Volunteer Fire Department

234/19 cont.

AND THAT a letter be sent to the Office of the Fire Commissioner requesting the re-appointment of the following individuals as Local Assistants to the Fire Commissioner:

1. Rob Michael, Gibsons & District Volunteer Fire Department
2. Jordan Pratt, Gibsons & District Volunteer Fire Department
3. George Williams, Gibsons & District Volunteer Fire Department
4. Cody Robinson, Gibsons & District Volunteer Fire Department
5. Pat Higgins, Roberts Creek Volunteer Fire Department
6. Ryan Daley, Halfmoon Bay Volunteer Fire Department
7. Kal Helyar, Egmont & District Volunteer Fire Department

AND FURTHER THAT a letter be sent to the Office of the Fire Commissioner requesting that the following appointments as Local Assistants to the Fire Commissioner be rescinded:

1. Dale Boghean, All SCRD Fire Departments
2. Bruce Searle, Roberts Creek Volunteer Fire Department
3. Greg Phelps, Halfmoon Bay Volunteer Fire Department
4. Bob Stanhope, Halfmoon Bay Volunteer Fire Department.

CARRIED

Halkett Bay Dock

It was moved and seconded

235/19

THAT the Halket Bay Dock Upgrade Repairs project budget be increased by \$256,260, from \$130,000 to \$386,260, funded from capital reserves;

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

CARRIED

Hillside Sublease

It was moved and seconded

236/19

THAT the delegated authorities be authorized to proceed with assignment of Hillside Water Lot Sublease FFP 301 to the new upland owner 1223743 B.C. Ltd.

CARRIED

ADJOURNMENT

It was moved and seconded

237/19

THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:30 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

September 30, 2019
Board of the Sunshine Coast Regional District

Dear Chair Pratt and Directors:

Thank you for delaying the adoption of your strategic plan to allow for public input.

It has been over three years since our field's users' group made a presentation to your board, the board of education and the councils of Sechelt and Gibsons (see attached newspaper article). We were left with the mistaken impression that we'd brought the poor condition of playing fields on the Sunshine Coast back on our local governments' agendas, and both short-term and long-term solutions would be pursued. But since then, it doesn't appear any local government has even discussed improving our fields, and unsurprisingly, the fields have become even worse.

We'd prefer that Sunshine Coast local governments simply made funding fields a priority... but if there is uncertainty over whether offering quality playing fields for our kids is still a local government responsibility, perhaps you could do a quick survey of other communities in BC and find out how virtually every single one manages to find funding to maintain far better fields than we have. Despite our disappointment, we are extremely eager to work constructively with local governments, and to help raise funding.

Please revise your Strategic Plan to include improving Sunshine Coast playing fields as a clear priority. This strategy could fit well under "Regional Collaboration and Partnership" because it includes not only SCRd fields but also coordinating with School District #46, the SIGD and the two municipalities. We suggest the following tactics:

- Reinstating community joint-use field maintenance funding via the Joint Use function with School District #46
- Purchase of maintenance equipment (aerator and spreader)
- Coordinating other governments and community groups to consider the funding for rebuild of Cliff Gilker field and Shirley Masey Fields
- Coordinating other governments and community groups to consider the construction of, and funding for, a regional artificial turf playing field.

We realize none of these tactics cannot happen overnight, but feel they are necessary to include in your four-year plan because fields are a regional district responsibility. It would be completely unacceptable to push these projects beyond 2023.

Secondly, we would like to schedule a follow-up delegation in the next month in order to ensure there are proposals in your next budget process to improve our field conditions. Please contact me to arrange this.

Sincerely,



Grant Marshall

Per: Better Fields Committee

Dave Robens, Ed Pednaud, Warren Brander, Tim Howard, Silas White, Tony Waiters

SCRD STAFF REPORT

DATE: December 22, 2014
TO: Community Services Committee – January 15, 2015
FROM: Trevor Fawcett, Parks Planning Coordinator
RE: Sand for Top Dressing Sports Fields

RECOMMENDATION(S)

THAT the Community Services Committee receives the staff report titled Sand for Top Dressing Sports Fields;

AND THAT Parks operations continue to use local sand for top dressing of the sports fields, with the exception of Pender Harbour Lions Field that should only use a sand close to its original design specification for top dressing.

BACKGROUND

At the October 23, 2014 regular meeting of the Board, the following recommendation was adopted:

Recommendation No. 11 Budget Project Status Report – Sand for Top Dressing Sports Fields

THAT staff report to the next Community Services Committee meeting regarding the use of local sand to top dress sports fields and its inadequacy for drainage of these fields.

SCRD Parks maintains four sports fields that are based on a sand/turf design. Lions Field in Area A is a fully engineered field constructed using 18" of imported sand placed on top of an integrated drainage system. Connor, Shirley Macey and Cliff Gilker sports fields were not engineered and were constructed using native material and local sand with varying configurations for drainage. The sand used in the initial construction of a field is an important consideration for positive field drainage.

DISCUSSION

Top dressing is the application of a uniform thin layer of soil or finely granulated organic material applied over the turf surface of a field. It is used to:

- level the playing field when minor variations or depressions are apparent;
- help amend physical soil properties;
- create a better growing environment, and;
- help reduce thatch for a safer playing surface.

Regular top dressing of fields does not improve drainage, but is important factor of the drainage through to the sand below the field.

Poor drainage is one of the most common problems of high use sports fields. Drainage is the removal of excess water from the playing surface or soil profile either by gravity or artificial means. Some fields have adequate drainage because the field was constructed properly or the native material has a high moisture conductivity rating. Several approaches that use sand to improve drainage include:

- punching holes in the top layer using a core aerator;
- spiking;
- deep tining, and;
- sand banding.

These solutions are temporary in nature as the voids they provide eventually seal over reverting back to the previous situation.

On the Sunshine Coast there are four gravel pits that supply local sand. When Lions Field was constructed, the local suppliers were contacted to be considered to supply sand for the field construction. None of the suppliers had a product meeting the desired specification nor had the technology to engineer sand to meet the specification. Because the demand for this type of sand is so low on the Sunshine Coast, this is not something that they would consider providing.

The following table shows the products available locally compared to the design specification.

Sieve #	mm	Class	Design Sand	Percent Retained		
				Fiedler	Cal Aggregates	Fraser River
10	2.000	Fine Gravel	0	11.0	3.7	0.8
18	1.000	Very Coarse Sand	0	13.0	5.8	4.8
35	0.500	Coarse Sand	60 - 85	17.3	22.7	35.3
60	0.250	Medium Sand	25	24.8	36.3	46.3
100	0.150	Fine Sand	8	16.0	14.9	8.5
140	0.106	Very Fine Sand	0	10.4	8.6	1.4
270	0.053	Very Fine Sand	0	5.8	5.7	0.4

Two of the suppliers contacted did not have an analysis for their sand. Fraser River sand has the closest characteristics to the design material that was specified for Lions Field.

If Parks were reconstructing or building a sand/turf field we would not use local sand unless it could meet the design specification. In 2011, when sand banding was completed on Shirley Macey fields, local sand was used in the operation. Based on sieve analysis at that time our engineering consultant determined that local sand was adequate for sand banding and future top dressing. He did recommend that local sand not be used on Lions Field as it could change the characteristics of the existing sand.

SUMMARY

Top dressing is an operation that promotes healthy and safe playing surfaces for sports fields. The sports fields at Shirley Macey and Cliff Gilker Parks have drainage issues that need to be addressed as funds become available. In the interim, these fields need to be maintained to reduce unnecessary maintenance costs and provide a safe surface for field activity.

This report recommends that Parks operations continue to use local sand for top dressing sports fields with the exception of Lions Field that should only use a sand close to the original design specification.

SCRD STAFF REPORT

DATE: December 22, 2014
TO: Community Services Committee – January 15, 2015
FROM: Trevor Fawcett, Parks Planning Coordinator
RE: Drainage at Shirley Macey Park

RECOMMENDATION(S)

THAT the Community Services Committee receives the staff report titled Drainage at Shirley Macey Park;

AND THAT staff, in conjunction with the asset management plan, prepare a capital plan including the age, condition and replacement required for the sports fields and implications for future budgets.

BACKGROUND

At the October 23, 2014 regular meeting of the Board, the following recommendation was adopted:

Recommendation No. 9 Drainage at Shirley Macey Park

THAT staff bring back a report about the original design and construction of the Shirley Macey field in terms of drainage, and include information about subsequent drainage remediation that was undertaken and current status.

The sports fields at Shirley Macey Park were designed in 2000 based on a sand/turf concept widely accepted in sports field design. The original field design was completed by Parks operations and was not engineered. Some materials used during construction did not meet engineering specifications due to budget constraints. Approximately 4 years after construction, the fields exhibited drainage problems. Since that time the SCRD has tried a number of solutions to return the field drainage to an acceptable service level which has had limited success as the fields are often closed throughout the rainy winter season.

DISCUSSION

The sports fields at Shirley Macey Park are the most used outdoor facility operated by SCRD Parks. These fields support youth and adult soccer, as well as lacrosse and ultimate frisbee throughout the year and had a total of 824 bookings in 2014. These fields are also heavily used by people exercising their dogs off leash contrary to the parks bylaw.

A key consideration in the construction of a sand/turf field is the type of sand. Typically the design specification for sports field calls for a 450 mm (18") top layer of material composed of

primarily coarse sand with little or no fine sand. The sand used at Shirley Macey came from an adjacent gravel pit and was rated as construction sand, which did not meet the recommended design criteria. Certain sections of the field retained native material with no sand layer while other areas were covered with a layer of sand ranging in thickness from 150 mm to 300 mm.

The following table compares recommended sand specification with the sand used at Shirley Macey.

Sieve Opening		Class	Percent Retained	
#	mm		Design Sand	Shirley Macey
10	2.000	Fine Gravel	0	11.0
18	1.000	Very Coarse Sand	0	13.0
35	0.500	Coarse Sand	60 – 85	17.3
60	0.250	Medium Sand	25	24.8
100	0.150	Fine Sand	8	16.0
140	0.106	Very Fine Sand	0	10.4
270	0.053	Very Fine Sand	0	5.8

The construction sand used at Shirley Macey is not coarse enough and has a high content of gravel and fine sand.

Beneath the sand layer there is a drainage system that traverses across the fields to a central drainage channel. This system was constructed of 100mm perforated drain pipe, backfilled with drain rock and covered with fabric. Placement of fabric is a common practice in construction to stop material from clogging drain rock and pipes. Unfortunately the fine sand used on these fields has migrated downwards and appears to have clogged the fabric preventing surface drainage from reaching the pipes. The pipes have been checked with a camera, they are in good condition and draining as designed.

In 2006 and again in 2008, the SCRD commissioned reports from engineers to make recommendations to remediate the field drainage problems. These reports are attached as appendices. SCRD Parks staff have implemented some of the less costly recommendations including sand banding. The reports noted that these are only partial solutions and not recommended as permanent standalone solutions. To date, the SCRD has spent \$53,490 trying to improve field drainage at Shirley Macey sports fields. This does not include regular maintenance or top dressing. Operations staff report some improvement but these fields continue to be shut down due to wet conditions much more than other sports fields.

FINANCIAL

Engineered sand/turf fields cost approximately \$750,000 each to construct. Construction of both fields at Shirley Macey cost \$100,000. The Binnie report of 2007 made a number of recommendations for drainage remediation ranging in cost from \$110,000 to \$540,000 and the cost of properly redoing the fields could be significantly higher with updated pricing. A major cost consideration in upgrading these fields is the supply of sand. The recommended sand is not available locally and would cost in the order of \$300,000 to import from a supplier on Vancouver Island or the Lower Mainland. Cliff Gilker sports field is 25 years old and will also need to be redone and properly engineered in the next 3-5 years.

SUMMARY

Shirley Macey Park has two of the most vibrant sports fields on the Sunshine Coast. Some cost cutting decisions made during the initial construction have attributed to poor field drainage during long periods of wet weather. Parks staff have implemented some measures to try and improve the drainage, but professional opinion states that the fields should be properly redone with the correct sand to resolve the drainage problems.



R.F. Binnie & Associates Ltd.
ENGINEERS, PROJECT MANAGERS & SURVEYORS

205-4946 CANADA WAY
BURNABY, B.C. V5G 4H7
www.binnie.com
TEL: (604) 420-1721
FAX: (604) 420-4743

May 25, 2007
File: 07-073-03

Sunshine Coast Regional District
1975 Field Road
Sechelt, B.C.
V0N 3A1

Attention: John Miller, Park Supervisor

RE: DRAINAGE AT SHIRLEY MACEY FIELDS

Scope of Work

The Sunshine Coast Regional District (SCRD) has retained R.F. Binnie & Associates Ltd. (RFB) to review the drainage characteristics of the two natural grass fields at Shirley Macey Park in Gibsons, B.C. RFB attended the site with Mr. John Miller from the SCRD on February 12, 2007 to discuss the existing field conditions and review the current drainage problems being experienced with the fields. At that time, a sample of the sand base material was also taken for analysis.

The scope of work for RFB is to prepare a report outlining the options available for drainage improvements and associated cost estimates for each option.

Field Construction

The existing fields were constructed 5-6 years ago and were constructed overtop a subsurface drainage system consisting of 100mm diameter perforated pipes spaced at 5.5 meters apart in a herringbone pattern. The perforated pipes were placed in trenches approximately 450mm deep by 500mm wide with 19mm drain rock surrounding the pipes. The perforated pipes were not directly connected to a collector pipe and were instead discharged directly into a drain rock trench, which is located between the two fields in an east/west direction. This drain rock trench also contains a 375mm pipe directing unrelated surface drainage from west to east directly through the center of the two fields. After installation of the perforated pipes, filter fabric was placed overtop each trench, then approximately 300mm of sand base and 70mm of growing medium was placed as the field structure.

Geotechnical Analysis

The sand sample taken at the time of the February 12th site visit was sent to Metro Testing Laboratories Ltd. for a sieve analysis and permeability testing. The results of those tests are attached to this report and are discussed in the following section of this report.



FRASER VALLEY

SEA TO SKY COUNTRY



SUNSHINE COAST



VANCOUVER ISLAND

Drainage Discussion

The field structure consists of about 70mm of growing medium overtop 250mm to 300mm thickness of sand. The fields are gently sloped north to south and also west to east. Underlying the sand base are the perforated pipes described earlier in the report. In order to assess the drainage of the field we have examined each of the field components individually.

Growing Medium

The record drawing does not indicate what type of growing medium was used for construction and no physical analysis of the medium was completed as part of this investigation. The areas observed at the time of our site visit indicated the fields have several inches of growing medium and sod as is typical for this type of field. The growing medium appeared to have qualities similar to other natural grass fields and we are of the opinion that the growing medium is not a significant factor affecting the drainage of the fields.

Sand Base

The sand base was exposed at several locations with a hand shovel at the time of our site visit and several shallow holes were also dug into the sand. The sand was extremely hard and well compacted. It was observed that the water which collected in the freshly dug holes was in most cases very slow to percolate away. A sample of the sand was tested in the laboratory and the resulting sieve analysis indicates the sample material closely resembles the gradation shown on the field record drawing. A laboratory permeability test (copy attached) was also completed on the sample and states that the material has a permeability coefficient (k) of $1.77E-04$ cm/sec. Clean well draining sand/gravel would typically have k of 1 to 0.001.

Using the permeability coefficient(k), the velocity with which water will move through the sand can in turn be calculated using Darcy's law and in this application the velocity calculates out to be approximately 0.83mm/hr. Typical rainstorms in this area can easily reach intensities of 30mm to 40mm per hour and although there will be variations in the sand base and some areas of the fields will drain, this illustrates why the sand base generally does not drain very well. We believe it will be necessary to replace or remediate the existing sand base material to improve the drainage of the fields.

Filter Fabric

The drain rock around the perforated pipe has been separated from the sand base with the use of a filter fabric overtop the trench. A separation between the sand and the drain rock was required in this situation to prevent the finer particles in the sand base from migrating down into the drain rock trench. However, the existing sand base material contains a relatively high amount of finer particles which tend to move into the fabric and impede the flow of water through the fabric. It is possible that the filter fabric has become blocked over time and is now contributing to the drainage

problems. This will become more evident after the base material is remediated or replaced and allows more water to flow down to the level of the filter fabric. The filter fabric should be removed and replaced with an alternate filter system between the sand base and the drain rock.

Drain Pipes

The perforated pipes are located in trenches and surrounded with drain rock. They discharge directly into a rock filled trench surrounding the existing 375mm diameter pipe located at the center of the field. It is unlikely that the drainage pipes are negatively affecting drainage however; these pipes should be inspected using a video camera to confirm they are functioning properly. Not all the pipes require inspection unless some problems become evident from the video survey.

Remediation Options

Option 1 - Do Nothing-

While this may not be the most desirable or intended option, it is one of the options to consider. The fields are currently used extensively by the community and although drainage is slow, much of the grass was in reasonable condition given the time of year it was observed (February 17). The SCRD indicated that the field endures heavy use for nearly 10 months of the year. This is as much or more use than is experienced by many other sand fields on the west coast of British Columbia. The obvious advantage of this option is that it causes no disruption to the user groups and has no cost to implement. The obvious disadvantage is that it does nothing to address the drainage problem.

Option 2 - Remediate Existing Sand and Remove Filter Fabric

In this option, the grass sod and growing medium would be stripped off the field and a 150mm thick layer of 19mm clear crushed rock added to the surface of the existing sand base. The crushed rock would then be mixed into the existing sand material effectively changing the gradation of the sand base and thereby improving the drainage characteristics of the material. An analysis of various blends indicates that a blend of 50 % existing sand and 50% 19mm clear crushed rock will produce a final mixture which is well draining. This process would result in 300mm thickness of rehabilitated sand base. Additional effort would be required in the trench area as full depth remediation would be required over the trenches.

The mixing of the two materials could be achieved either with an excavator or with specialty equipment typically used in asphalt pavement rehabilitation. After the mixing is complete the material can be graded, compacted, and the growing medium placed overtop. To implement this option, construction methods would need to be adapted to minimize damage to the existing irrigation system.

In addition to changing the gradation of the sand base, the existing filter fabric should be exposed and removed either before or during the mixing process. Removal of the filter fabric introduces the need to provide some other means of preventing the sand

base from migrating into the drain rock trenches below. For this we recommend a natural filter system which could be constructed by removing the top 50mm of the existing drain rock from each trench and replacing it with an intermediate sized free draining material which is filter compatible with both the drain rock below and the sand base above.

The above method was implemented on a field in the Lower Mainland which was experiencing drainage problems and after remediation, the field continues to drain well after 6 years of operation.

Option 3 - Construct New Drainage Pipes and Place New Sand Base

In this option, the grass sod and growing medium would not need to be stripped off the field. An entirely new drainage system would be installed into the existing sand base. The existing drainage system would be left in place and would be redundant. After the new drainage system is installed, a new layer of permeable material would be placed to a depth of 250mm overtop the existing sand base and the growing medium placed overtop the new permeable aggregate. This option would result in the fields being approximately 300mm higher than current field elevations which would affect the irrigation heads. If there was not adequate adjustment in the swing arms to raise the heads to meet the new grades, then adjustments to the irrigation system would also be required to implement this option.

Option 4 - Remove Filter Fabric and Place New Sand Base

In this option, the grass sod, the growing medium, and the existing sand base would be stripped off only the area directly overtop the existing drain trenches to expose the filter fabric and drain rock. The existing perforated pipes would be left in place. The filter fabric would be removed and replaced with the same natural filter system described in Option 2 above. The entire field would then be topped up with an additional 250mm of new permeable aggregate after which the growing medium would be placed on the top. This option would also result in the fields being approximately 300mm higher than current field elevations which would affect the irrigation heads. If there was not adequate adjustment in the swing arms to raise the heads to meet the new grades, then adjustments to the irrigation system would also be required to implement this option.

A less expensive (and less effective) variation of this option is to strip only the trench area, remove the filter fabric, install the natural filter system and repair the trench area by placing 250mm of new permeable aggregate and then the growing medium. In this variation the existing grass and sand in the areas between the trenches would remain as they were. In the cost estimate this has been labeled as Option 4a.

Push for better sports fields rolls on

SCRD - April 21, 2016



Grant Marshall of the Sunshine Coast Fields Committee addresses Gibsons council April 19.
- Sean Eckford Photo

Gibsons council is willing to help keep the ball rolling, as a users' group makes a play for improvements to Sunshine Coast sports fields.

Grant Marshall of the Sunshine Coast Fields Committee was in front of council April 19. The committee claims a combination of poor construction and poor maintenance over the years means most fields are unplayable after rain and at other times.

"We're seeing huge declines in numbers with kids in soccer," Marshall told council. "And it's frustration from parents, frustration from kids. Middle of the day on a Saturday showing up at a field with your kid and being told you've got to go home [because field conditions are too poor to play] gets frustrating time and time again."

Marshall and shíshálh Nation councillor Garry Feschuk, who's also part of the group, appeared before the Sunshine Coast Regional District (SCRD) earlier this year, triggering a staff report that was presented at the April 14 community services committee. It shows bookings are down for all the regional district's fields.

Feschuk is now Sechelt Indian Band director at the SCRD, and he told the committee he thinks field condition is one of the reasons.

“What are the next steps?” Feschuk asked. “We wouldn’t be having this problem if there was adequate maintenance of the sports playing fields.”

“My reading of the report, and maybe it’s just semantics, is that the issues are less to do with maintenance than they are age and the original materials and [construction] approaches used – certainly with Cliff Gilker and Shirley Macey,” said Roberts Creek director Mark Lebbell.

The report says correcting those problems could be expensive.

For Cliff Gilker, it notes that “the field continues to drain poorly during the wet season, reducing field availability ... The field was only playable 55 per cent of the required time due to drainage issues.”

A 2012 study from the engineering firm R.F. Binnie estimated it would take \$350,000 to replace the existing sand and drainage system, and anywhere from \$500,000 to \$600,000 to build a new field.

An earlier study by Binnie pegged the potential cost of fixing the two fields at Shirley Macey at upwards of \$500,000 each.

SCRD directors endorsed the idea of a staff-level working group.

“To me it seems like staff can come up with something, talking to the people who are knowledgeable on those fields, and give us a good direction [so] we can then do the right thing at the right time, because we haven’t been doing it at this point,” said SCRD chair, and Area B director, Garry Nohr.

Feschuk, meanwhile, emphasized that field users need to be an active part of the future planning. “I really hope that we can come together because our group just wants to be part of the solution.”

Marshall had a similar message for Gibsons council. “What I’m here to ask is that council help support us in uncovering the stones which will help us negotiate getting better fields ... We were kind of hoping we can get back to a joint use program.”

Marshall also said the group is planning to meet with School District No. 46, the District of Sechelt and the Rotary Club.

Sports field replacement was identified as a key priority by the SCRD in applications for the Gas Tax Strategic Priorities Funding.

The regional district applied for \$1.8 million for new fields at Shirley Macey and Cliff Gilker, but the application was denied.

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

September 12, 2019

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.

PRESENT:	Director, Town of Gibsons	B. Beamish, Chair
	Director, Electoral Area D	A. Tize, Vice-Chair
	Director, Electoral Area A	L. Lee
	Director, Electoral Area B	L. Pratt
	Director, Electoral Area E	D. McMahon
	Director, Electoral Area F	M. Hiltz
	Director, District of Sechelt	D. Siegers
	Director, District of Sechelt	T. Lamb
ALSO PRESENT:	Interim Chief Administrative Officer	M. Brown
	Corporate Officer	S. Reid
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Manager, Solid Waste Operations	A. Kumar
	Manager, Solid Waste Programs	R. Cooper
	Senior Planner	Y. Siao (part)
	Parks Planning Coordinator	R. Porte (part)
	Administrative Assistant / Recording Secretary	A. O'Brien
	Public	15 (part)
	Media	1

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended, as follows:

Add NEW BUSINESS items:

- Zoning Bylaw 310 review process update
- Short Term Rental Accommodation regulations bylaw process update
- Letter to municipal partners regarding single-use plastics ban

PRESENTATIONS and DELEGATIONS

Wendy Francis, Executive Director, Sunshine Coast Community Foundation presented to the Committee regarding the Sunshine Coast Community Foundation.

The Chair thanked Ms. Francis for her presentation.

Recommendation No. 1 *Sunshine Coast Community Foundation*

The Planning and Community Development Committee recommended that the delegation materials from Wendy Francis, Executive Director, Sunshine Coast Community Foundation be received.

PRESENTATIONS and DELEGATIONS

Caitlin Hicks, Resident, Roberts Creek presented to the Committee regarding Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019. Ms. Hicks stated her opposition to the bylaw amendment and subdivision proposal.

The Chair thanked Ms. Hicks for her presentation.

Recommendation No. 2 *Delegation Materials – Caitlin Hicks*

The Planning and Community Development Committee recommended that the delegation materials, delegation speaking notes and neighbourhood petition provided by Ms. Hicks be received.

Sarah Jacobs, Applicant, presented to the Committee regarding Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019. Ms. Jacobs provided a summary of the bylaw amendment and subdivision proposal to date.

The Chair thanked Ms. Jacobs for her presentation.

REPORTS**Recommendation No. 3** *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019*

The Planning and Community Development Committee recommended that the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.185, 2019 (Jacobs – 2723 Toni Rd) Consideration of Second Reading – Electoral Area D be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No. 641.12, 2019 and Sunshine Coast Regional District Zoning Amendment No. 310.185, 2019* be referred to the October 10, 2019 Planning and Community Development Committee meeting in order to allow for further discussion between the applicant and staff;

AND THAT a Public Hearing to consider the Bylaws be scheduled for November 4, 2019 at 7:00 p.m. at Roberts Creek Community Hall, located at 1309 Roberts Creek Road, Roberts Creek, BC;

AND THAT Director McMahon be delegated as the Chair and Director Tize be delegated as the Alternate Chair for the Public Hearing;

AND FURTHER THAT the staff report be forwarded to the Roberts Creek Official Community Plan Committee for discussion.

Recommendation No. 4 *Speakers for 2019 Resolutions to UBCM*

The Planning and Community Development Committee recommended that the report titled Speakers for 2019 Resolutions to Union of BC Municipalities (UBCM) Convention be received;

AND THAT speakers be designated for each resolution as follows;

1. Climate Emergency Declaration (UBCM Resolution No. C35) - Director Tize
2. Intergovernmental Collaboration on Land Use Planning (UBCM Resolution No. C42) - Director Siegers
3. Logging in the Urban Interface (UBCM Resolution No. B47) – Director Siegers
4. Parking Enforcement in Rural Areas (UBCM Resolution No. B57) – Director Lee
5. Alternative Transportation Infrastructure (UBCM Resolution No. B16) – Director Tize or Director McMahon
6. BC Ferries Foot Passenger Service (UBCM Resolution No. B119) – Director Pratt
7. BC Ferries Service Levels (UBCM Resolution No. B18) – Director Pratt
8. Coast Forest Revitalization (UBCM Resolution No. B166) – Director Pratt or Director Tize
9. Recreation Sites and Trails (UBCM Resolution No. B50) – Director Hiltz
10. Tree Cutting Authority for Regional Districts (UBCM Resolution No. B58) – Director Tize

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 12, 2019.

Recommendation No. 5 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018*

The Planning and Community Development Committee recommended that the report titled Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018 (Topping – 2720 Lower Rd) Consideration of Third Reading and Adoption be received;

AND THAT *Roberts Creek Official Community Plan Amendment Bylaw No 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018* be forwarded to the Board for Third Reading;

AND FURTHER THAT prior to consideration of adoption of *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018*, the following condition be met:

- Approval by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the Transportation Act.

Recommendation No. 6 *Development Variance Permit DVP00043 (Wright)*

The Planning and Community Development Committee recommended that the report titled Development Variance Permit DVP00043 (Wright) – Electoral Area F be received;

AND THAT consideration of Development Variance Permit DVP00043 be deferred to allow for staff to gather further information from the Ministry of Transportation and Infrastructure regarding the impacts of the retaining wall on a future potential bike path.

The Committee recessed at 11:08 a.m. and reconvened at 11:15 a.m.

Recommendation No. 7 *Squamish-Lillooet Regional District Regional Growth Strategy Amendment Bylaw 1562-2018*

The Planning and Community Development Committee recommended that the report titled Referral – Squamish-Lillooet Regional District Regional Growth Strategy Amendment Bylaw 1562-2018 be received;

AND THAT the SCRD respond to the Squamish-Lillooet Regional District indicating acceptance of Regional Growth Strategy Amendment Bylaw 1562-2018.

Recommendation No. 8 *Active Transportation Infrastructure Planning and Approvals on BC Provincial Highways*

The Planning and Community Development Committee recommended that the report titled Active Transportation Infrastructure Planning and Approvals on BC Provincial Highways - Ministry of Transportation and Infrastructure be received as information.

Recommendation No. 9 *Crab Road Beach Access Enhancement Opportunities*

The Planning and Community Development Committee recommended that the report titled Crab Road Beach Access Enhancement Opportunities be received;

AND THAT the following actions be undertaken in Q4 2019:

1. Follow up with the Crab Road neighbourhood summarizing recommendations and next steps;
2. Contact MOTI to coordinate removal of debris and dead standing trees within right of way, and determine possible encroachment onto right of way by adjacent landowners and strategies to define the boundaries;
3. Install an etiquette sign at the beach access;

AND FURTHER THAT this report be provided to the Electoral Area B Advisory Planning Commission as information.

Recommendation No. 10 *Egmont School/Egmont Park License Agreement with School District 46*

The Planning and Community Development Committee recommended that the report titled Egmont School/Egmont Park License Agreement with School District 46 be received;

AND THAT the delegated authorities be authorized to sign the License Agreement between the SCRD and School District 46.

Recommendation No. 11 *RFP 19 381 Ice Resurfacer Award Report*

The Planning and Community Development Committee recommended that the staff report titled RFP 19 381 Ice Resurfacer Award Report be received;

AND THAT Sunshine Coast Regional District award the purchase contract to Kendrick Equipment Ltd. for a new ice resurfacer at a total value of \$193,991 (plus GST);

AND FURTHER THAT this recommendation be forwarded to the Regular Board Meeting of September 12, 2019.

Recommendation No. 12 *RFQ 1935003 Contract Award for Wood Waste Hauling and Disposal Service*

The Planning and Community Development Committee recommended that the staff report titled Request for Quotation (RFQ) 1935003 Contract Award for Wood Waste Hauling and Disposal Service be received;

AND THAT a contract for Wood Waste Hauling and Disposal Project be awarded to Salish Environmental Group Inc. for the total value of \$ 206,360 (before GST);

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

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 12, 2019.

Recommendation No. 13 *CleanBC Plastics Action Plan Policy Consultation Paper Response*

The Planning and Community Development Committee recommended that the staff report titled CleanBC Plastics Action Plan Policy Consultation Paper Response be received;

AND THAT the draft response letter included in Attachment B of the staff report be amended as follows and sent to Minister Heyman;

“For example, the contents of a drink container should not affect where it can and cannot be accepted for recycling. As well, some drink containers have a deposit, where others such as dairy containers, do not.”

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 12, 2019.

Recommendation No. 14 *Policing and Public Safety Committee Minutes of July 18, 2019*

The Planning and Community Development Committee recommended that the Sunshine Coast Policing and Public Safety Committee minutes of July 18, 2019 be received;

AND THAT the Sunshine Coast Policing and Public Safety Committee minutes of July 18, 2019 be amended to remove Sue Girard, SD46 Trustee as being present at the meeting;

AND THAT the Sunshine Coast Policing and Public Safety Committee Recommendation No. 6 of July 18, 2019 be acted upon as follows:

Recommendation No. 6 *Letter to Treasury Board for RCMP Living Subsidy*

The Sunshine Coast Policing and Public Safety Committee recommended that the SCRD Board send a letter to the Treasury Board to request that RCMP members on the Sunshine Coast receive a cost of living subsidy to mitigate the high cost of housing and transportation costs in order to attract and retain officers.

Recommendation No. 15*Storage Facility Site for Abandoned RV Campers/Vehicles*

The Planning and Community Development Committee recommended that Recommendation No. 7 of the Sunshine Coast Policing and Public Safety Committee minutes of July 18, 2019 be acted upon as amended, as follows:

Recommendation No. 7*Storage Facility Site for Abandoned RV Campers/Vehicles*

The Sunshine Coast Policing and Public Safety Committee recommended that staff, *in cooperation with municipalities and RCMP*, investigate the immediate and mid-term potential storage facility site and disposal options for abandoned RV campers / vehicles that the RCMP requires be towed.

AND THAT a resolution regarding abandoned vehicles be brought forward for consideration at the Association of Vancouver Island and Coastal Communities (AVICC) Convention in 2020.

Recommendation No. 16*Additional RCMP staffing for the rural areas*

The Planning and Community Development Committee recommended that Recommendation No. 8 of the Sunshine Coast Policing and Public Safety Committee minutes of July 18, 2019 be acted upon as follows:

Recommendation No. 8*Meeting with Ministry Staff*

The Sunshine Coast Policing and Public Safety Committee recommended that a meeting at UBCM with Ministry of Public Safety and Solicitor General staff be requested to discuss additional RCMP staffing for the rural areas.

Recommendation No. 17*TAC Minutes of July 18, 2019*

The Planning and Community Development Committee recommended that the Transportation Advisory Committee minutes of July 18, 2019 be received;

AND THAT the recommendations contained therein be acted upon as amended, as follows:

Recommendation No. 2*Park and Ride Options*

The Transportation Advisory Committee recommended that the report titled Park and Ride Options be received;

AND THAT park and ride facility location and design be explored with the community in 2019/2020 as part of planned survey research to update Transit Future Plan priorities.

Recommendation No. 7*Speed Survey*

The Transportation Advisory Committee recommended that the SCRD send a letter to the Ministry of Transportation and Infrastructure requesting that the speed limit for the portion of the Sunshine Coast highway near the Woodcreek Park area be reduced to 60 km/hr.

Recommendation No. 18*AAC Minutes of July 23, 2019*

The Planning and Community Development Committee recommended that the Agricultural Advisory Committee minutes of July 23, 2019 be received;

AND THAT Agricultural Advisory Committee Recommendation No. 2 of July 23, 2019 be acted upon as amended, as follows:

Recommendation No. 2 *Emergency Planning for Farmers and People with Livestock*

The Agricultural Advisory Committee recommended that information regarding emergency planning for farmers and people with livestock be provided to the Agricultural Advisory Committee at a future meeting;

AND THAT the SCRD Manager, Protective Services be invited to attend a future Agricultural Advisory Committee meeting regarding emergency planning for farmers and people with livestock.

AND THAT Agricultural Advisory Committee Recommendation No. 3 of July 23, 2019 be referred back to the Agricultural Advisory Committee for clarification on the Notice of Motion as follows:

Recommendation No. 3 *Notice of Motion regarding Glyphosate ban*

The Agricultural Advisory Committee recommended that the Notice of Motion and supporting documentation submitted by Raquel Kolof be an agenda item on the September 24, 2019 Agricultural Advisory Committee meeting for discussion, as follows:

Motion: Given that glyphosate, the primary ingredient in the weed-killer Roundup, presents both a human health risk and an ecological/wildfire risk, the AAC ask that the SCRD requests that the Provincial Government ban Glyphosate, the controversial herbicide, at the annual conference of the Union of B.C. Municipalities (UBCM) in September 2019, until the Province has done a thorough scientific and legal study of its safety.

Recommendation No. 19 *Area A APC Minutes of July 31, 2019*

The Planning and Community Development Committee recommended that the Egmont/ Pender Harbour Advisory Planning Commission minutes of July 31, 2019 be received.

Recommendation No. 20 *BCTS Operating Plan Summary of APC Comments and Analysis*

The Planning and Community Development Committee recommended that a summary with brief analysis of Advisory Planning Commission comments on the BCTS Operating Plan be brought to an October Committee meeting;

AND THAT this recommendation be forwarded to the Regular Board meeting of September 12, 2019.

Recommendation No. 21 *Area D APC Minutes of July 15, 2019*

The Planning and Community Development Committee recommended that the Roberts Creek Advisory Planning Commission minutes of July 15, 2019 be received.

Recommendation No. 22 *Area F APC Minutes of July 23, 2019*

The Planning and Community Development Committee recommended that the West Howe Sound Advisory Planning Commission minutes of July 23, 2019 be received.

COMMUNICATIONS

Recommendation No. 23 *Howe Sound Community Forum Invitation – October 25, 2019*

The Planning and Community Development Committee recommended that the correspondence from Mayor Karen Elliot, District of Squamish, dated July 31, 2019 regarding Howe Sound Community Forum Invitation (October 25, 2019) be received;

AND THAT travel expenses and stipend be paid for Directors authorized to attend the Howe Sound Community Forum on October 25, 2019.

Recommendation No. 24 *Letter from Union of BC Municipalities Green Communities Committee*

The Planning and Community Development Committee recommended that the correspondence from Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing and Gary MacIsaac, Executive Director, Union of BC Municipalities Green Communities Committee, dated August 15, 2019 regarding SCRD achievement for Climate Action Recognition Program be received.

Recommendation No. 25 *Joint Local Government Submission regarding Provincial Plastics Action Plan*

The Planning and Community Development Committee recommended that the correspondence from Karen Elliott, Mayor of Squamish and Josie Osborne, Mayor of Tofino, dated September 3, 2019 with respect to Joint Local Government Submission regarding Provincial Plastics Action Plan be received;

AND THAT the SCRD Board supports to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the *Recycling Regulation* of the *Environmental Management Act*.

AND THAT this recommendation be forwarded to the Regular Board meeting of September 12, 2019.

Recommendation No. 26 *Ministry of Agriculture Discussion paper Class D Licences*

The Planning and Community Development Committee recommended that the correspondence from the Ministry of Agriculture, Discussion paper to solicit feedback from local government about Class D Licences, dated July 29, 2019 be received.

NEW BUSINESS

The General Manager, Planning and Community Development provided an update regarding the Zoning Bylaw 310 review process and Short Term Rental Accommodation regulations bylaw process.

Recommendation No. 27 *Single-Use Plastics and Packaging Ban*

WHEREAS Regional Districts cannot pursue a ban on single-use plastic and packaging as such action is outside of the SCRD's legislative authority; however, the SCRD can advocate for reduction in single-use plastics and packaging;

AND WHEREAS the SCRD landfill is reaching the end of its lifecycle, and reduction of all waste items is crucial for extending this as the SCRD has not reached 100% diversion;

AND WHEREAS the financial burden borne by the SCRD is growing and the community cannot not wait for the provincial and federal governments to write policy on single-use plastics and packaging;

THEREFORE BE IT RESOLVED that the SCRD Board send letters to the member municipalities requesting a ban on single-use plastics and packaging;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of September 12, 2019.

Recommendation No. 28 *In-Camera Planning and Community Development Committee*

The Planning and Community Development Committee recommended that the In-Camera Planning and Community Development meeting be referred to the September 12, 2019 In-Camera Board meeting.

ADJOURNMENT 12:49 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
INFRASTRUCTURE SERVICES COMMITTEE**

September 19, 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

PRESENT:	Chair	D. McMahon
	Directors	M. Hiltz L. Lee K. Julius (Alt) (part) L. Pratt A. Tize T. Lamb B. Beamish D. Siegers
ALSO PRESENT:	Interim Chief Administrative Officer	M. Brown
	General Manager, Infrastructure Services	R. Rosenboom
	Chief Financial Officer/GM Corporate Services	T. Perreault (part)
	Corporate Officer	S. Reid (part)
	Solid Waste Programs Manager	R. Cooper (part)
	Senior Planner	Y. Siao (part)
	Administrative Assistant/Recorder	T. Ohlson
	Media	1
	Public	20

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended as follows:

- MIRR delegation moved to follow Item 6

PRESENTATIONS AND DELEGATIONS

Graham Moore, Director, Sechelt and District Chamber of Commerce addressed the Committee regarding Water supply expansion funding.

The Chair thanked Mr. Moore for his presentation.

The General Manager, Infrastructure Services presented a Water Supply Update which included an overview of the water situation at the start of the summer, as well as the trends on supply and demand, an update on the water conservation efforts, outreach, education and enforcement.

Recommendation No. 1 *Water Supply Update*

The Infrastructure Services Committee recommended that a letter be sent to the Department of Environment and Climate Change Canada requesting that all Sunshine Coast weather stations be brought on-line as soon as possible.

REPORTS**Recommendation No. 2** *Water Supply Expansion Projects – Funding Considerations*

The Infrastructure Services Committee recommended that the report titled Water Supply Expansion Projects – Funding Considerations be received.

PRESENTATIONS AND DELEGATIONS

Heinz Dyck and Jennifer Spencer, Ministry of Indigenous Relations and Reconciliation, addressed the Committee regarding Implementation of shíshálh Nation Foundation Agreement.

The Chair thanked the delegation for their presentation.

The Committee recessed at 11:20 a.m. and reconvened at 11:28 a.m.

Recommendation No. 3 *Transit Fare Review 2019*

The Infrastructure Services Committee recommended that the report titled Transit Fare Review 2019 be received for information;

AND THAT BC Transit be requested to undertake a Fare Review and the results be presented at a Committee meeting in Q1 2020;

AND FURTHER THAT staff investigate a mechanism to move forward with discounted youth and family passes for transit to be implemented before the end of 2019 and bring back a report to the Board with the steps and cost implications.

Recommendation No. 4 *School District 46 Collaboration*

The Infrastructure Services Committee recommended that the SCRD Board Chair and Vice Chair meet with School District 46 to discuss youth transportation.

Recommendation No. 5 *2020-2021 Transit Expansion Memorandum of Understanding*

The Infrastructure Services Committee recommended that the report titled 2020-2021 Transit Expansion Memorandum of Understanding be received;

AND THAT staff work with BC Transit to research options and resources required to implement service expansions in 2021-2022 and report back to the Board in Q1 2020;

AND THAT staff work with BC Transit to develop a project plan to update the Transit Future Plan to guide future expansion decisions.

Recommendation No. 6 *Rural Areas Curbside Food Waste Collection Services Financial Considerations*

The Infrastructure Services Committee recommended that the report titled Rural Areas Curbside Food Waste Collection Services Financial Considerations be received;

AND THAT the base budget for Function 355 Refuse Collection be increased by \$385,900 based on the estimated net increase to operating and overhead costs required to fund a weekly curbside food waste collection service and bi-weekly garbage collection service beginning in 2020;

AND THAT the increase for 2020 be pro-rated at \$231,100 based on an anticipated mid-year start date for the change in service;

AND THAT the increase be funded through additional user fee revenue subject to results of an RFP and amendment of SCRD Waste Collection Bylaw No. 431;

AND FURTHER THAT the Financial Plan 2019-2023 be amended accordingly.

Director Julius joined the meeting at 12:02 p.m.

Director Lamb left the meeting at 12:05 p.m. and returned 12:26 p.m.

Recommendation No. 7 *Garbage Collection by Folio Count*

The Infrastructure Services Committee recommended that the handout circulated at the meeting titled Folio Count for Garbage Collection be received.

Recommendation No. 8 *Food Waste Drop-off Program Considerations*

The Infrastructure Services Committee recommended that the report titled Food Waste Drop-off Program Considerations be received for information;

AND THAT staff prepare a 2020 Budget Proposal for three food waste drop-off sites for residents and small businesses funded from taxation with a volume restriction of 50L.

Recommendation No. 9 *Process and Implications of Establishing a Curbside Recycling Service for Electoral Areas B and D*

The Infrastructure Services Committee recommended that the staff report on Process and Implications for Establishing a Curbside Recycling Service in Electoral Areas B and D be referred to the September 19, 2019 Corporate and Administrative Services Committee meeting.

COMMUNICATIONS

Recommendation No. 10 *BC Recycling Regulation and the ICI sector*

The Infrastructure Services Committee recommended that the correspondence from the Ministry of Environment and Climate Change Strategy regarding expansion of the BC Recycling Regulation to include the Industrial, Commercial and Institutional (ICI) sector be received.

Recommendation No. 11 *Youth Transit Fares*

The Infrastructure Services Committee recommended that the correspondence from Cayce Laviolette regarding youth transit fares be received.

Recommendation No. 12 *Youth Transit Fares*

The Infrastructure Services Committee recommended that the correspondence from Brian Smith regarding youth transit fares be received.

Recommendation No. 13 *Youth Transit Fares*

The Infrastructure Services Committee recommended that the correspondence from Marah and John Farmer regarding youth transit fares be received.

IN CAMERA

The Committee moved In-Camera at 12:30 p.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), (k) and 2(b) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”, “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”, “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

AND THAT Chief Warren Paul and Jasmine Paul, Stewardship & Territorial Land Management Division Manager, *shíshálh* Nation, be authorized to be in attendance, in part, for the In Camera meeting.

The Committee moved out of In Camera at 1:09 p.m.

ADJOURNMENT

1:10 p.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE**

September 19, 2019

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

PRESENT:	Chair	D. Siegers
	Directors	A. Tize B. Beamish M. Hiltz K. Julius (Alt.) T. Lamb L. Lee D. McMahon L. Pratt
ALSO PRESENT:	Interim Chief Administrative Officer	M. Brown
	G. M., Corporate Services / Chief Financial Officer	T. Perreault
	Corporate Officer	S. Reid
	G.M., Infrastructure Services	R. Rosenboom
	Administrative Assistant / Recorder	T Crosby
	Media	1
	Public	11

CALL TO ORDER 1:37 p.m.

AGENDA The agenda was adopted as amended, as follows:

- Add under NEW BUSINESS: Proposed supportive housing project at former Gibsons RCMP Station.

PRESENTATIONS AND DELEGATIONS

Elle Archibald, Chief Librarian and Sue Egerman, Board Chair of the Sechelt Public Library, addressed the Committee regarding the Sechelt Public Library 5 Year Proposed Budget Planning.

The Chair thanked Ms. Archibald and Ms. Egerman for their presentation.

Recommendation No. 1 Sechelt Public Library Presentation and Information

The Corporate and Administrative Services Committee recommended that the presentation from the Sechelt Public Library titled Five Year Funding and the additional information regarding

Library Funding 2009-2019 pertaining to 10 years of approved funding for both Gibsons and District Public Library and Sechelt Public Library be received.

REPORTS

Recommendation No. 2 *Sechelt Public Library Draft Funding and Service Agreement*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Public Library Draft Funding and Service Agreement be received;

AND THAT a Special Corporate and Administrative Services Committee meeting be scheduled as soon as possible after September 27, 2019 to discuss current Libraries' funding models and apportionment, and review current bylaw allocations.

Recommendation No. 3 *Budget Project Status Report*

The Corporate and Administrative Services Committee recommended that the report titled Budget Project Status Report – September 2019 be received.

Recommendation No. 4 *2020-2024 Financial Plan Process and Timetable*

The Corporate and Administrative Services Committee recommended that the report titled 2020-2024 Financial Plan Process and Timetable be received;

AND THAT the 2020-2024 Financial Plan process and timetable be approved as presented.

Recommendation No. 5 *Extraordinary Meetings Remuneration Review*

The Corporate and Administrative Services Committee recommended that the report titled Extraordinary Meetings Remuneration Review be received;

AND THAT a stipend be paid for Directors Beamish, Hiltz, Lamb, Lee, McMahon, Pratt and Siegers' attendance at the Squamish Territory Leadership Forum on March 15, 2019;

AND THAT a stipend be paid for Director Pratt's attendance at the Regional District Chairs / Chief Administrative Officer Forum on March 26, 2019;

AND THAT a stipend be paid for Directors Hiltz, McMahon, Tize and Alternate Director Martenson's attendance at the Howe Sound Community Forum on April 26, 2019;

AND THAT a stipend be paid for Directors Hiltz, Lee, McMahon, Pratt and Tize's attendance at the Agricultural Land Commission Regional Seminar on May 22, 2019;

AND THAT a stipend be paid for Directors Beamish, Hiltz, Lee, McMahon, Pratt and Siegers' attendance at the SCRD Water Dialogues in Sechelt on June 3, 2019;

AND THAT a stipend be paid for Directors Hiltz, Lamb, Lee, Pratt and Siegers' attendance at the SCRD Water Dialogues in Sechelt on June 4, 2019;

AND THAT a stipend be paid for Directors Pratt and Siegers' attendance at the Mayors, Chair, Chief and Detachment Commander Breakfast Meeting on June 5, 2019;

AND THAT a stipend be paid for Directors Beamish, Hiltz, Lee, McMahon, and Pratt's attendance at the SCRD Water Dialogues in Gibsons on June 5, 2019;

AND THAT a stipend be paid for Directors Beamish, Hiltz, Lamb, Lee, McMahon, Pratt and Siegers' attendance at the Interim Chief Administrative Officer Interviews on July 3, 2019;

AND THAT a stipend be paid for Directors Beamish, Hiltz, Lee, McMahon, Pratt and Tize's attendance at the Breakfast with shíshálh Nation Chief on July 11, 2019;

AND FURTHER THAT a stipend be paid for Directors Beamish, Hiltz, Lee, McMahon, Pratt and Siegers' attendance at the Grant Smith, Waterhouse Executive Recruitment – Chief Administrative Officer Recruitment meeting on July 11, 2019;

Recommendation No. 6 *Remuneration Structure Review Task Force*

The Corporate and Administrative Services Committee recommended that the Sunshine Coast Regional District (SCRD) strike an independent task force to review Directors' Remuneration Bylaw No. 636, based on best practices identified in the Union of British Columbia Municipalities Council and Board Remuneration Guide;

AND THAT the task force specifically consider the structure of remuneration (e.g. payments per meeting, stipends, meetings over 3 hours), and the roles, responsibilities and workload of rural directors.

Recommendation No. 7 *2020 Meeting Schedule*

The Corporate and Administrative Services Committee recommended that the report titled 2020 Meeting Schedule be received;

AND THAT the 2020 Meeting Schedule be adopted as presented.

Director Lee left the meeting at 3:32 p.m. and returned at 3:48 p.m.

Recommendation No. 8 *Process and Implications of Establishing a Curbside Recycling Service for Electoral Areas B and D*

The Corporate and Administrative Services Committee recommended that the report titled Process and Implications of Establishing a Curbside Recycling Service for Electoral Areas B and D be received;

AND THAT the Sunshine Coast Regional District (SCRD) proceed with the establishment of a manual curbside collection service for Electoral Areas B and D to commence in early 2020, funded from reserves in Electoral Areas B Feasibility [152] and Electoral Area D Feasibility [153];

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

Recommendation No. 9 *Award Report for Request for Proposal 1911701 Cellular Mobility Voice, Data, and Device Services*

The Corporate and Administrative Services Committee recommended that the report titled Award Report for Request for Proposal (RFP) 1911701 Cellular Mobility Voice, Data, and Device Services be received;

AND THAT a 3 year contract for cellular and device services be awarded to TELUS for total contract value of \$102,440 (plus applicable taxes);

AND FURTHER THAT the Sunshine Coast Regional District's delegated authorities be authorized to execute the contract.

Recommendation No. 10 *Grants Status Update*

The Corporate and Administrative Services Committee recommended that the report titled Grants Status Update be received;

AND THAT the project funding for the Granthams Community Hall Renovation be updated to incorporate Canadian Cultural Spaces Funding of \$235,414 with offsetting reductions to Short Term borrowing of \$100,000 and Area F Gas Tax Community Works Fund of \$135,414;

AND FURTHER THAT the 2019-2023 Financial Plan be amended accordingly.

Director Beamish left the meeting at 3:50 p.m.

Recommendation No. 11 *Sunshine Coast Conservation Association Rural Areas' Grant-in-Aid Request for Streamkeepers Training*

The Corporate and Administrative Services Committee recommended that the report titled Sunshine Coast Conservation Association Rural Areas' Grant-in-Aid Request for Streamkeepers Training be received;

AND THAT the Sunshine Coast Conservation Association be funded \$1,000 from Rural Areas' Grant-in-Aid functions as follows:

- \$250 from Electoral Area D [127]
- \$510 from Electoral Area E [128]
- \$240 from Electoral Area F [129].

Director Beamish returned to the meeting at 3:54 p.m.

Recommendation No. 12 *Coast Rogue Arts Society – Request for Support*

The Corporate and Administrative Services Committee recommended that the report titled Coast Rogue Arts Society – Request for Support be received;

AND THAT the Sunshine Coast Regional District provide acknowledgement of grant in 2019, by September 29, 2019, and support for the Coast Rogue Arts Society's Canadian Heritage grant application for the 2020 Rogue Arts Festival.

COMMUNICATIONS

Recommendation No. 13 *Roberts Creek Community Association – Request for Support*

The Corporate and Administrative Services Committee recommended that the correspondence from the Roberts Creek Community Association be received;

AND THAT the Sunshine Coast Regional District provide acknowledgement of grant paid in 2019, by September 29, 2019, and support for the Roberts Creek Community Association's Canadian Heritage grant application for the 2020 Roberts Creek Daze.

NEW BUSINESS

Director Beamish recused himself from the meeting at 3:57 p.m. due to the perception of bias related to the Public Hearing process for the Gibsons Supportive Housing Project.

Recommendation No. 14 *Refer Discussion Regarding Proposed Supportive Housing Project*

The Corporate and Administrative Services Committee recommended that the topic of Proposed Supportive Housing Project at the former Gibsons RCMP Station, which is scheduled for Public Hearing on October 17, 2019, be referred to the October 10, 2019 Planning and Development Committee Meeting.

Director Beamish returned to the meeting at 4:04 p.m.

The Committee moved In Camera at 4:05 p.m.

The Committee recessed at 4:06 p.m. and reconvened at 4:11 p.m.

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e), (k) and 2(b) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”, “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”, “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public”, “the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

The Committee moved out of In Camera at 4:55 p.m.

ADJOURNMENT

4:56 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board, October 10, 2019

AUTHOR: Mark Brown, Interim Chief Administrative Officer

SUBJECT: 2019-2023 AMENDED DRAFT STRATEGIC PLAN

RECOMMENDATION(S)

THAT the report titled 2019-2023 Amended Draft Strategic Plan be received;

AND THAT the 2019-2023 Strategic Plan be adopted as presented.

BACKGROUND

The draft 2019-2023 Strategic Plan was presented at the September 12, 2019 regular Board meeting. The following Resolution resulted from that meeting:

220/19 (part) THAT the draft 2019-2023 Strategic Plan be forwarded to municipal partners, Advisory Planning Commissions, the Agricultural Advisory Committee and the Natural Resource Advisory Committee for comments;

AND THAT staff be authorized to use the draft 2019-2023 Strategic Plan as presented to provide direction for the purpose of developing preliminary budget proposals;

AND FURTHER THAT the draft 2019-2023 Strategic Plan be forwarded to the October 10, 2019 Board meeting with comments received by partners and advisory committees.

The draft Strategic Plan was subsequently forwarded to municipal partners on September 16 as well as to the Advisory Planning Commissions (APC) and the Agricultural Advisory Committee (AAC). The September Natural Resource Advisory Committee meeting was cancelled as they were unable to achieve quorum.

DISCUSSION

Analysis

Feedback from the APC's and AAC were included in the Planning and Community Development Committee agenda package of October 10, 2019. The APC's comments mostly concerned jurisdiction, responsibility, prioritization and tactics. The majority of these concerns can be addressed with the more detailed tactics and targets for implementation of the strategies to be developed, refined and prioritized by the Board during the financial plan deliberations. APC comments concerning specific strategies are provided as follows:

Area A APC – There does not seem to be any direction or focus...the plan does not reflect the concerns and views of the community. Priorities should be Economic Development and water supply.

Area B APC – That there be specific strategies for invasive species and parks.
(*Staff advises that strategies for these initiatives are already in place.*)

Area D APC – Greater sense of urgency needed to address climate change as well as development of water supply sources.

Area E APC – How does Strategic Plan align with previous plans the Board has adopted?

Area F APC – Plan is succinct and provides focus for the SCRD.

The draft 2019-2023 Strategic Plan was presented to all SCRD staff on October 1, 2019 and discussed with the CAO's of our municipal partners on October 2, 2019. The Strategic Plan was well received by staff and the municipalities appreciated the content and format of the document.

Financial Implications

The financial implications of the Strategic Plan will be dependent on the methods of financing, prioritization and timing of the implementation of the various strategies included in the Plan's 5 Focus Areas. The Strategic Plan will provide significant guidance and input for preparation and finalization of the SCRD's Financial Plan beginning in the 2020 budget year.

Communications Strategy

A communications strategy is being formulated to inform the public, community partners and stakeholders of the focus area goals, strategies, tactics and targets contained within the SCRD 2019-2023 Strategic Plan

CONCLUSION

The draft 2019-2023 Strategic Plan was presented at the September 12, 2019 regular Board meeting. Amendments were recommended and incorporated into the Plan. The Plan has been presented to municipal partners, APC's, AAC and SCRD staff. Comments were generally encouraging, with some concerns expressed on specific tactics, as well as prioritization and implementation dates. These can be reviewed by the Board during the financial plan deliberations. The 2019 – 2023 SCRD Strategic Plan is ready for consideration for adoption by the Board.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO		Other	

2019 > 2023

SUNSHINE COAST REGIONAL DISTRICT

STRATEGIC PLAN



SUNSHINE COAST REGIONAL DISTRICT

OVERVIEW

The Sunshine Coast Regional District (SCRD) is made up of distinct small communities within the territories of the shíshálh and Skwxwú7mesh Nations, each with their own identity and values, with a shared love of this beautiful place, a wealth of cultural activities, and a respect for our history and natural environment. Managing development and population growth in an era of climate change will challenge us. We must sharply reduce our GHG emissions while building resilience and finding collaborative solutions for pressing issues such as our water supply, garbage disposal and land use planning.

OUR ROLE

The SCRD provides a variety of services that support our quality of life, protect our natural environment and foster economic growth. As a regional district, the SCRD is proactive and plays a leadership role in developing solutions to the regional challenges we face and encouraging the best use of our collective talent and resources.

OUR APPROACH

As we fulfill our roles and responsibilities as a regional district, the SCRD will be:

- ENGAGED with our communities by actively listening and sharing information
- RESPECTFUL of the views and interests of our residents, our peers, our partners and our staff
- BOLD and DELIBERATE, acting with courage and purpose

PURPOSE OF THE STRATEGIC PLAN

The 2019-2023 Strategic Plan reflects the collective vision of the SCRD Board of Directors and provides strategies to guide the SCRD's decisions and allocation of resources. The plan also supports and encourages collaboration among our partners and community stakeholders in the pursuit of regional goals and aspirations. Strategies will be implemented through annual budgets and Service Plans and we will monitor and measure the implementation of this plan through regular updates to the Board and our Annual Report.



A

Egmont/Pender
Harbour

B

Halfmoon
Bay

Sechelt Indian
Government
District

F

West Howe
Sound

C

District of
Sechelt

D

Roberts
Creek

E

Elphinstone

Gibsons

G

MESSAGE

FROM THE CHAIR & BOARD



The Sunshine Coast Regional District (SCRD) is pleased to present our 2019-2023 Strategic Plan. We are honoured to live, work and play on the traditional territories of the shíshálh and Skwxwú7mesh First Nations and we are grateful for their partnerships and generosity in sharing this beautiful place.

The election in Autumn 2018 brought many new voices to local government on the Sunshine Coast. These new perspectives are threaded throughout our Strategic Plan, bringing forward the concerns and the priorities we have heard from our community.

Many large issues face our coast as a whole and it is important that we tackle them with intention and purpose, while respecting diverse views and needs. Climate change and resilience is quickly becoming a top concern for all citizens, and local governments must be part of the solution.

Responsible infrastructure management, including natural asset management, is a key responsibility of regional government. We will continue to effectively maintain, build and replace these investments for today and the future.

Advocacy to the provincial and federal governments and other agencies for our coast, our people, and our future is crucial for our continued success. Unifying our voices through regional collaboration and partnerships between all governments and stakeholders will build a strong foundation for all citizens.

This board is committed to being transparent and collaborative with our constituents and other local governments, including our First Nations partner of the shíshálh nation and building our relationship with the Skwxwú7mesh nation.

We cannot accomplish big goals without bringing everyone with us. Through consultation, conversation and community partnership, we will move forward together.

SUNSHINE COAST REGIONAL DISTRICT DIRECTORS

MUNICIPAL DIRECTORS

DISTRICT OF SECHELT

Darnelda Siegers (Vice Chair)
Tom Lamb

TOWN OF GIBSONS

Bill Beamish

SECHELT INDIAN GOVERNMENT DISTRICT

Keith Julius

ELECTORAL AREA DIRECTORS

AREA A

Egmont/Pender Harbour:
Leonard Lee

AREA B

Halfmoon Bay:
Lori Pratt (Chair)

AREA D

Roberts Creek:
Andreas Tize

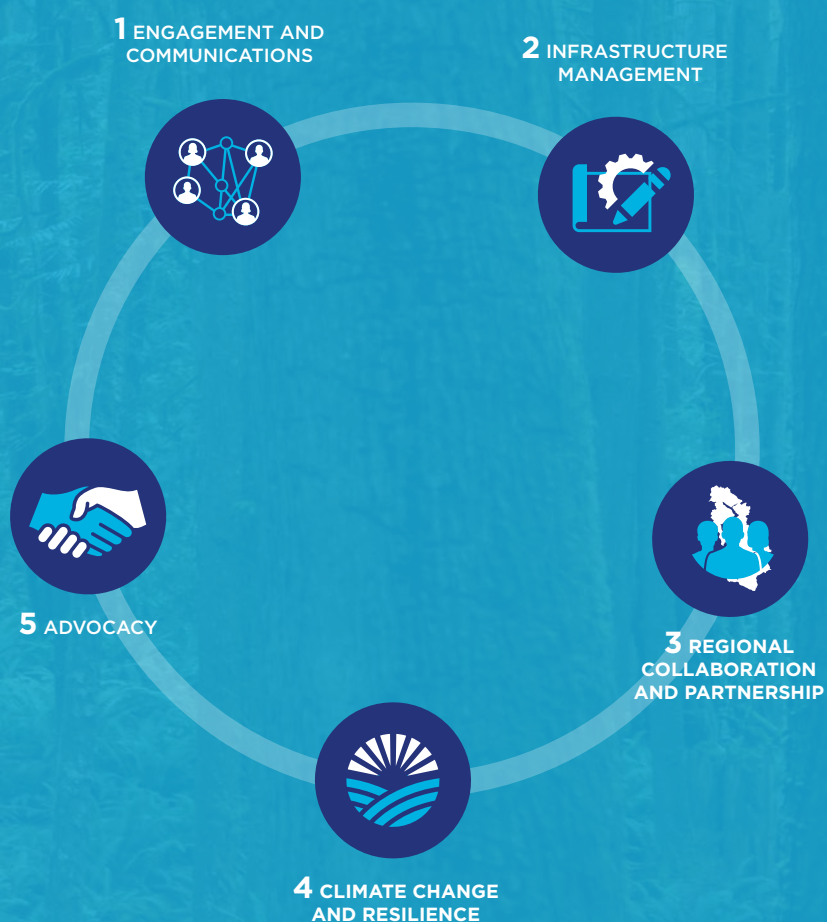
AREA E

Elphinstone
Donna McMahon

AREA F

West Howe Sound:
Mark Hiltz

STRATEGIC FOCUS AREAS







ENGAGEMENT & COMMUNICATIONS GOAL

GOAL

To proactively engage with our residents, partners and staff in order to share information and obtain their input on issues and decisions that affect them.

WHY?

A commitment to public and staff engagement will enhance our residents' trust and confidence in the decisions of their local government and foster a more inclusive and rewarding work environment for our staff and volunteers.

STRATEGIES	TACTICS	TARGETS
1.1 DEVELOP PUBLIC OUTREACH STRATEGY	Develop public engagement policy and review and update public participation toolkit	2019-20
	Provide training and ensure adequate resources for the planning and delivery of public engagement activities	2020
	Develop displays, materials and other media to increase awareness about SCRD programs and services at SCRD facilities and events	2020
1.2 ENSURE EFFECTIVE INTERNAL ENGAGEMENT	Enhance the distribution of internal communication to include elected officials, volunteers and staff without email	2019
	Review and update employee recognition programs	2020
	Develop employee and volunteer engagement program	2020
1.3 ENHANCE ON-LINE TOOLS TO IMPROVE FUNCTIONALITY AND USER EXPERIENCE	Redesign and replace corporate website	2019-20
	Provide online access to services such as building permit applications and inspection scheduling, development applications, bill payment and development applications	2019-20
	Develop apps for services such as 'call for service' and waste/recycling collection	2020





INFRASTRUCTURE MANAGEMENT

GOAL

To ensure that the SCRD's built and natural assets serve our residents now, and in the future.

WHY?

The SCRD manages hundreds of millions of dollars in infrastructure that delivers a range of services to residents. We must effectively maintain, replace and develop new infrastructure to meet current and future demands.

STRATEGIES	TACTICS	TARGETS
2.1 PLAN FOR AND ENSURE YEAR-ROUND WATER AVAILABILITY NOW AND IN THE FUTURE	Complete and adopt Water Sourcing Policy	2020
	Investigate and/or develop water supply plans/sources for North and South Pender, Langdale, Soames, Granthams, Eastbourne, Cove Cay, Egmont and Chapman Creek water systems	2021-22
	Review and update Drought Management Plan to ensure alignment with water supply capacity	2019 & annually
	Expand water conservation programs and increase engagement with residents and stakeholders on water conservation	2020
	Hold water summit to engage community stakeholders on long term water management strategy	2020
	Complete development and implementation of a water metering program	2021-2022
	Develop strategic watershed protection action plan	2022
2.2 CONTINUE TO DEVELOP AND IMPLEMENT COMPREHENSIVE ASSET MANAGEMENT STRATEGY	Develop and implement asset management plan components including asset inventory, condition assessments, levels of service, risk assessments, capital and operational maintenance plans and funding strategies	2019-2022
	Integrate asset management policies into growth management strategies/official community plans	2020-2021
	Incorporate natural asset management into Corporate Asset Management Strategy	2020-2021
2.3 ACHIEVE SUSTAINABLE SOLID WASTE MANAGEMENT	Update and implement Regional Organics Diversion Strategy, including curbside collection services, outreach and education program and organics ban from landfill	2020
	Undertake Solid Waste Management Demand Analysis and develop options for long-term solid waste management approach for garbage, recycling, organics	2020
	Undertake effectiveness review of current Solid Waste Management Plan and update plan with future waste disposal strategies	2021-22
	Re-establish Solid Waste Plan Monitoring Advisory Committee	2019





REGIONAL COLLABORATION AND PARTNERSHIP

GOAL

To lead, encourage and support our partners and stakeholders in working together to understand and address the opportunities and challenges facing our region.

WHY?

Sunshine Coast residents are served by multiple local governments, First Nation governments, Islands Trust, School District 46, Vancouver Coastal Health and a variety of other agencies and organizations. We need to share information and work together.

STRATEGIES	TACTICS	TARGETS
3.1 ENHANCE FIRST NATIONS RELATIONS AND RECONCILIATION	Meet at the governance and administration levels to discuss opportunities for collaboration and process improvement	2019-2022
	Enhance corporate and community knowledge and awareness of First Nations history and culture	2019-2022
	Develop or update protocol agreements with First Nations governments	2020
3.2 DEVELOP GROWTH MANAGEMENT PLAN	Pursue regional planning framework for local governments and First Nations to address regional growth with consideration to economic, social, and environmental values and impacts	2020
3.3 INCREASE INTERGOVERNMENTAL COLLABORATION	Develop program to increase public awareness of the different levels of government in the region and the services they provide	2020
	Identify and implement opportunities for joint initiatives, collaboration and information sharing between local governments	2019-22





CLIMATE CHANGE AND RESILIENCE

GOAL

In the face of a global climate emergency we must move swiftly to reduce GHG emissions and enhance our region's resiliency to the effects of a changing climate.

WHY?

We are already seeing the impacts of climate change, including increasingly severe seasonal drought, sea level rise, wildfires and extreme weather events. We must put plans and measures in place to inform and prepare our citizens and protect and adapt our infrastructure.

STRATEGIES	TACTICS	TARGETS
4.1 DEVELOP CLIMATE CHANGE ADAPTATION STRATEGY	Review climate change projections and complete climate change impact mapping	2020
	Undertake risk/vulnerability assessments for communities and infrastructure	2021
	Develop and implement adaptation strategies and measures for priority risk areas	2021-22
4.2 UPDATE COMMUNITY ENERGY AND EMISSIONS PLAN	Update community emissions inventory	2020
	Set community emission reduction targets	2021
	Develop community partnership model for emission reduction projects	2022
4.3 ACHIEVE CARBON NEUTRALITY (CORPORATE)	Update corporate emissions inventory	2020
	Undertake steps to achieve Climate Action Revenue Incentive Program (CARIP) Level 4 (carbon neutrality)	2021
	Develop corporate fleet management strategy	2020



STRATEGIC FOCUS AREA 5



ADVOCACY

GOAL

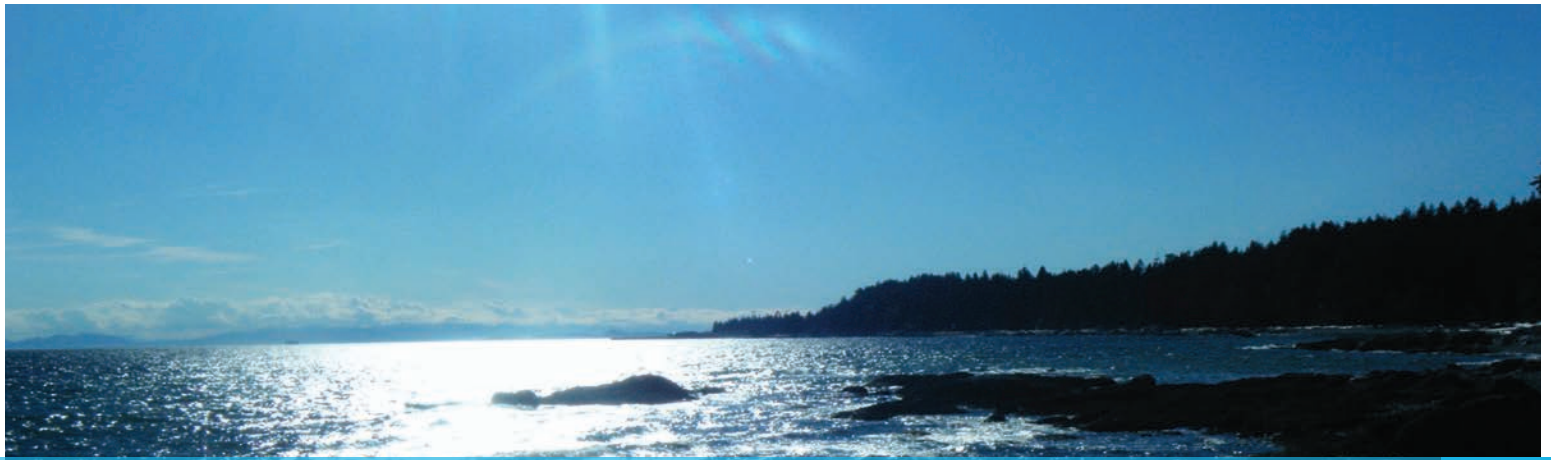
To advance a collective voice to represent the interests of the region with the Provincial and Federal governments and other agencies responsible for providing governance and services in our region.

WHY?

We need to influence government policies and practices that impact our residents and our communities.

Current topics to be addressed include:

TOPIC	AUDIENCE
5.1 TRANSPORTATION improvements to highway infrastructure, development of cycling/pedestrian infrastructure, ferry service	Ministry of Transportation and Infrastructure BC Ferries
5.2 REGIONAL PLANNING WITH PROVINCE AND FIRST NATIONS opportunities to participate in collaborative planning	Ministry of Forests, Lands and Natural Resource Operations and Rural Development, Ministry of Indigenous Relations and Reconciliation
5.3 WATER GOVERNANCE opportunities for local governance of water resources under <i>Water Sustainability Act</i>	Ministry of Forests, Lands and Natural Resource Operations and Rural Development
5.4 HEALTH CARE service improvements across health care spectrum	Ministry of Health, Vancouver Coastal Health
5.5 CLIMATE EMERGENCY advocate that the Ministry of Environment implement solid waste regulation changes that support GHG reductions	Ministry of Environment and Climate Change Strategy
5.6 CHILD CARE funding to support child care facilities and services	Ministry of Children and Family
5.7 MARINE PROTECTION derelict vessels, habitat restoration	Fisheries and Ocean Canada, Coast Guard
5.8 HOUSING funding and partnership for affordable housing initiatives	Ministry of Municipal Affairs and Housing



ADMINISTRATION OFFICE

1975 Field Road Sechelt, BC V0N 3A1

PH 604-885-6800

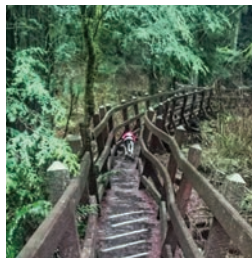
TOLL-FREE 1-800-687-5753

FAX 604-885-7909

EMAIL info@scrd.ca

WEBSITE scrd.ca

2019 > 2023



STRATEGIC PLAN

- 1 ENGAGEMENT AND COMMUNICATIONS**
to proactively engage with our residents, partners and staff in order to share information and obtain their input on issues and decisions that affect them.

- 2 INFRASTRUCTURE MANAGEMENT**
to ensure that the SCRD's built and natural assets serve our residents now, and in the future.

The **2019-2023 Strategic Plan** reflects the collective vision of the Sunshine Coast Regional District (SCRD) Board of Directors and provides strategies to guide the SCRD's decisions and allocation of resources.

- 5 ADVOCACY**
to advance a collective voice to represent the interests of the region with the Provincial and Federal governments and other agencies responsible for providing governance and services in our region.

- 3 REGIONAL COLLABORATION AND PARTNERSHIP**
to lead, encourage and support our partners and stakeholders in working together to understand and address the opportunities and challenges facing our region.

- 4 CLIMATE CHANGE AND RESILIENCE**
to move swiftly to reduce GHG emissions and enhance our region's resiliency to the effects of a changing climate.

For more information:
www.scrd.ca/strategic-plan
info@scrd.ca
604-885-6800



**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 641.10**

A bylaw to amend the Roberts Creek Official Community Plan Bylaw No. 641, 2011.

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 *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018.*

PART B – AMENDMENT

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* is hereby amended by changing the Land Use Designation of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from Residential C to Residential A as depicted on Appendix 'A' attached to and forming part of this bylaw.

PART C – ADOPTION

READ A FIRST TIME this	26TH	DAY OF APRIL ,	2018
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this			
	26TH	DAY OF APRIL,	2018
READ A SECOND TIME this	23 RD	DAY OF MAY,	2019
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this			
	23 RD	DAY OF MAY,	2019
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this			
	9 TH	DAY OF JULY,	2019
READ A THIRD TIME this	10 TH	DAY OF OCTOBER,	2019
ADOPTED this	10 TH	DAY OF OCTOBER,	2019

Corporate Officer

Chair

<h2 style="margin: 0;">Appendix A to</h2> <h1 style="margin: 0;">Roberts Creek Official Community Plan Amendment</h1> <h2 style="margin: 0;">Bylaw No. 641.10, 2018</h2>	
<p>Amend the Land Use Designation of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from Residential C to Residential A</p>	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Subject Property </div>	<div style="text-align: right; margin-bottom: 10px;"> </div>
	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center; width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Chair</p> </div> <div style="text-align: center; width: 45%;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="margin: 0;">Corporate Officer</p> </div> </div>

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 310.179**

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

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 No. 310.179, 2018*.

PART B – AMENDMENT


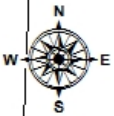


2. *Sunshine Coast Regional District Zoning Bylaw No. 310, 1987* is hereby amended by changing the Subdivision District of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from E to C, as depicted on Appendix 'A', attached to and forming part of this bylaw.

PART C – ADOPTION

READ A FIRST TIME this	26 TH	DAY OF APRIL ,	2018
READ A SECOND TIME this	23 RD	DAY OF MAY ,	2019
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	9 TH	DAY OF JULY ,	2019
READ A THIRD TIME this	10 TH	DAY OF OCTOBER,	2019
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this	11 TH	DAY OF SEPTEMBER,	2019
ADOPTED this	10 TH	DAY OF OCTOBER,	2019

Corporate Officer

Chair

Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.179, 2018					
<p>Amend the Subdivision District of Lot 47, Except Part in Plan 14051, West Part of District Lot 1316, Plan 1804 from E to C</p>					
<p> Subject Property</p>					
					
	<table border="0"><tr><td>_____</td><td>_____</td></tr><tr><td>Chair</td><td>Corporate Officer</td></tr></table>	_____	_____	Chair	Corporate Officer
_____	_____				
Chair	Corporate Officer				