



SUNSHINE COAST REGIONAL DISTRICT
REGULAR BOARD MEETING
AGENDA

Thursday, October 24, 2024, 1:00 p.m.

IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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11. NEW BUSINESS

12. IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (e) of the *Community Charter*, "personal information about an identifiable individual who holds or is being considered for a position as an officer [...]"; "the acquisition, disposition or expropriation of land or improvements [...]"

13. RELEASE OF ITEMS FROM IN CAMERA

14. ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT
MINUTES OF THE MEETING OF THE REGULAR BOARD

October 10, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

PRESENT: Chair: L. Lee, Electoral Area A
J. Gabias, Electoral Area B
D. McMahon, Electoral Area E
K. Stamford, Electoral Area F
A. Toth, District of Sechelt
D. Inkster, District of Sechelt
S. White, Town of Gibsons
M. Hardy, Electoral Area D (Alt.)

ALSO PRESENT: T. Perreault, GM Corporate Services
I. Hall, GM Planning and Development
R. Rosenboom, GM Infrastructure Services
S. Gagnon, GM Community Services (part)
S. Reid, Corporate Officer
J. Jackson, Manager, Planning and Development (part)
J. Waldorf, Capital Projects Manager (part)
S. Walkey, Manager, Utility Services (part)
K. Wiebe, Deputy Corporate Officer/Recorder

OTHERS: Media: 1
Public: 1

CALL TO ORDER

The meeting was called to order at 1:09 p.m.

AGENDA

276/24 It was moved and seconded

THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Regular Board meeting minutes of September 26, 2024

277/24 It was moved and seconded

THAT the Regular Board meeting minutes of September 26, 2024 be adopted.

CARRIED

REPORTS

Committee of the Whole meeting recommendation Nos. 1 - 13 of September 26, 2024

Recommendation Nos. 6, 7, and 12 were pulled from the block for separate consideration.

278/24 It was moved and seconded

THAT recommendation Nos. 1 – 5, 8 -11 and 13 from the Committee of the Whole meeting of September 26, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Update from the Regional Housing Coordinator and Sunshine Coast Affordable Housing Society*

THAT the presentation by Kelly Foley, Regional Housing Coordinator and Kim Darwin, President, Sunshine Coast Housing Society titled Housing for All be received for information.

Recommendation No. 2 *Budget Project Status Report*

THAT the report titled Budget Project Status Report – September 2024 be received for information.

Recommendation No. 3 *Volumetric Billing Rate Considerations*

THAT the report titled Volumetric Billing Rate Considerations be received for information;

AND THAT a Uniform Block rate structure be developed for the North and South Pender Harbour Water systems for the implementation of ‘mock billing’ in 2025 and actual volumetric billing in 2026;

AND THAT an Inclining Block rate structure be developed for consideration as soon as possible;

AND THAT leak resolution and the development of policy be considered as part of the rate setting process;

AND FURTHER THAT customer classifications be established based on BC Assessment Property Classes in consideration of establishing variable usage rates.

Recommendation No. 4 *Volumetric Billing for High Water Users*

The Committee of the Whole recommended that staff explore the implementation of volumetric billing for high water users as soon as possible.

Recommendation No. 5 *Agricultural Land Commission Application ALR00028 (801 Leek Road)*

The Committee of the Whole recommended that the report titled Agricultural Land Commission Application ALR00028 (801 Leek Road) be received for information;

AND THAT Agricultural Land Commission Application ALR00028 for the approval of placement of fill be forwarded to the Agricultural Land Commission for review and decision.

Recommendation No. 9 *Development Variance Permit DVP00105 (3444 McNair Forest Service Road)*

The Committee of the Whole recommended that the report titled Development Variance Permit DVP00105 (3444 McNair Forest Service Road) - Electoral Area F be received for information;

AND THAT Development Variance Permit DVP00105 (3444 McNair Forest Service Road) be issued to vary Zoning Bylaw No. 722 as follows:

(a) Section 5.11.1 to increase the maximum height of all buildings and structures from 11 metres to 15.5 metres, to permit the construction of a mobile equipment maintenance shop as an addition to the existing mill operation.

Recommendation No. 10 *Grants Status Update*

The Committee of the Whole recommended that the report titled Grants Status Update be received for information.

Recommendation No. 11 *Water Supply Advisory Committee Meeting Minutes*

The Committee of the Whole recommended that the Water Supply Advisory Committee Meeting Minutes of September 9, 2024 be received for information.

Recommendation No. 13 *Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes*

The Committee of the Whole recommended that the Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes of June 25, 2024 be received for information.

CARRIED

279/24 It was moved and seconded

THAT recommendation No. 12 from the Committee of the Whole meeting of September 26, 2024 be received, adopted, and acted upon as amended, as follows:

Recommendation No. 12 *Water Supply Advisory Committee Terms of Reference*

THAT staff bring forward the Water Supply Advisory Committee (WASAC) Terms of Reference to an In Camera Committee meeting for review.

CARRIED

280/24 It was moved and seconded

THAT recommendation Nos. 6 and 7 from the Committee of the Whole meeting of September 26, 2024 be referred to the October 17, 2024 Electoral Area Services Committee meeting for further discussion, as follows:

Recommendation No. 6 *Development Variance Permit Application DVP00099 (7531 Cove Beach Road)*

The Committee of the Whole recommended that the report titled Development Variance Permit Application DVP00099 (7531 Cove Beach Road) be received for information;

AND THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) varying the Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be denied, as follows:

(a) Section 5.16.1 (a) to reduce the setback for a structure adjacent to the natural boundary of the ocean from 15 m to 7.5 m.

Recommendation No. 7 *Development Variance Permit Application DVP00099 (7531 Cove Beach Road)*

THAT Development Variance Permit DVP00099 (7531 Cove Beach Road) varying the Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit and pool on the property be issued, as follows:

(b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3,500 m² in the RU1 Zone from 15% to 20.5%.

CARRIED

281/24 It was moved and seconded

THAT the policy evaluation criteria for Development Variance Permits be included with the referral of the September 26, 2024 Committee of the Whole recommendation Nos. 6 and 7 to the October 17, 2024 Electoral Area Services Committee.

CARRIED

RFP 2437001 Cove Cay Pump Station and Water Treatment Updates Award Report

282/24 It was moved and seconded

THAT the report titled Request for Proposal (RFP) 2437001 Cove Cay Pump Station and Water Treatment Upgrades Award Report be received for information;

AND THAT a contract for engineering services for Cove Cay Pump Station and Water Treatment Upgrades be awarded to EHD Engineering in the amount up to \$215,622 (plus GST);

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

CARRIED

Request for Quotation 2437019 Boom Crane Truck Award Report

283/24 It was moved and seconded

THAT the report titled Request for Quotation 2437019 Boom Crane Truck Award Report be received for information;

AND THAT a contract for the Boom Crane Truck be awarded to Commercial Truck Equipment Corp. in the amount up to \$172,912 (before GST);

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

CARRIED

Fare Free Transit for Youth - Bylaw 626 Amendment

284/24 It was moved and seconded

THAT the report titled Fare Free Transit for Youth – Bylaw 626 Amendment be received for information;

AND THAT Amendment Bylaw No. 626.5 be considered for first, second and third reading to implement the Fare Free Transit for Youth initiative approved by the SCR D Board of Directors.

CARRIED

Committee of the Whole meeting recommendation No. 1 of October 10, 2024

285/24 It was moved and seconded

THAT recommendation No. 1 from the Committee of the Whole meeting of October 10, 2024 be received, adopted, and acted upon as follows:

Recommendation No. 1 *Transit Improvement Program (TIP) - 2025 Expansion Priorities*

THAT the report titled Transit Improvement Program (TIP) - 2025 Transit Expansion Priorities be received for information;

AND THAT the Year 1 (2025/2026) through Year 3 (2027/2028) expansion priorities be approved in principle;

AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;

AND FURTHER THAT a Budget Proposal be brought forward to the 2025 Budget deliberations to incorporate the projected revenues and expenses for the Year 1 (2025/2026) expansion priorities.

CARRIED

COMMUNICATIONS

Alain Catteau, Treasurer, Pender Harbour Community Hall

286/24 It was moved and seconded

THAT the Sunshine Coast Regional District Board issue a letter of support to the Pender Harbour Community Club in support of any grant applications they may apply for to repair the roof and other proactive upgrades within the scope of their community hall renovation and upgrade project.

CARRIED

BYLAWS

Transit Fees and Charges Amendment Bylaw No. 626.5, 2024

287/24 It was moved and seconded

THAT *Transit Fees and Charges Amendment Bylaw No. 626.5, 2024* be read a first, second, and third time.

CARRIED

DIRECTORS' REPORTS

The Directors provided an update of their activities.

IN CAMERA

288/24 It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and (k) of the *Community Charter* - "personal information about an identifiable individual..."; "labour relations or other employee relations"; and "negotiations and related discussions respecting the proposed provision of a municipal service...".

CARRIED

The Board moved in Camera at 1:39 p.m.

The Board moved out of In Camera at 2:53 p.m.

ADJOURNMENT

289/24 It was moved and seconded

THAT the Regular Board meeting of October 10, 2024 be adjourned.

CARRIED

The meeting adjourned at 2:53 p.m.

Certified Correct by the Corporate Officer

Date Confirmed

Chair



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

**October 10, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

PRESENT: Chair: D. McMahon, Electoral Area E
J. Gabias, Electoral Area B
L. Lee, Electoral Area A
K. Stamford, Electoral Area F
A. Toth, District of Sechelt
D. Inkster, District of Sechelt
S. White, Town of Gibsons
M. Hardy, Electoral Area D (Alt.)

ALSO PRESENT: T. Perreault, GM Corporate Services
I. Hall, GM Planning and Development
S. Gagnon, GM Community Services
K. Wiebe, Deputy Corporate Officer
S. Reid, Corporate Officer
R. Michael, Fire Chief, Gibsons & District Volunteer Fire Department
J. Jackson, Manager, Planning and Development
J. Clark, Senior Planner, Planning and Development
K. Gower, Recorder

OTHERS: Media (1);
Public (3)

1. CALL TO ORDER

The meeting was called to order at 9:32 a.m.

2. AGENDA

2.1 Adoption of Agenda

The amended Agenda was adopted as presented.

4. REPORTS

4.1 Transit Improvement Program (TIP) - 2025 Expansion Priorities

Recommendation No. 1

The Committee of the Whole recommended that the report titled Transit Improvement Program (TIP) - 2025 Transit Expansion Priorities be received for information;

AND THAT the Year 1 (2025/2026) through Year 3 (2027/2028) expansion priorities be approved in principle;

AND THAT the delegated authorities be authorized to sign the Memorandum of Understanding;

AND THAT a Budget Proposal be brought forward to the 2025 Budget deliberations to incorporate the projected revenues and expenses for the Year 1 (2025/2026) expansion priorities;

AND FURTHER THAT that this recommendation be forwarded to the Regular Board meeting of October 10, 2024.

4.2 Fire Department Wildfire Deployment Post Season Report 2024

Recommendation No. 2

The Committee of the Whole recommended that the report titled Fire Departments Wildfire Deployment Post-Season Report 2024 be received for information.

4.3 Official Community Plan (OCP) Renewal Project Update

Recommendation No. 3

The Committee of the Whole recommended that the report titled Official Community Plan (OCP) Renewal Project Update be received for information;

AND THAT this report be referred to Advisory Planning Commissions (APCs);

AND THAT the APCs be asked to provide feedback on the proposed scope of the OCP review from the viewpoint of their electoral area's concerns, and also provide feedback on the Engagement and Communication Strategy in Attachment E of the staff report;

The Committee of the Whole recessed at 11:09 am and reconvened at 11:19 am

Recommendation No. 4

The Committee of the Whole recommended that a report be provided to a future Committee outlining the options for an amended timeline and narrowing the scope for the Official Community Plan (OCP) Renewal Project to the legislated requirements, including staff resourcing considerations, as part of the 2025 budget;

AND THAT regular monthly or bi-monthly check-ins be scheduled so that Board members can be fully informed about the progress of the OCP renewal project.

Recommendation No. 5

The Committee of the Whole recommended that the Board write to the province expressing the near impossibility of planning for growth in our communities in the absence of any road network planning by MOTI, who are not even required to participate in our planning processes;

AND THAT it be noted that rural communities cannot meet the challenges of climate change without a climate change and emergency management strategy for our critical transportation networks.

Director Toth left the meeting at 10:30 am.

Director White left the meeting at 10:42 am and rejoined the meeting at 10:49 am.

Director Inkster left the meeting at 11:23 am.

4.4 Sunshine Coast Regional Accessibility Advisory Committee Minutes of September 23, 2024**Recommendation No. 6**

The Committee of the Whole recommended that the Sunshine Coast Regional Accessibility Advisory Committee Minutes of September 23, 2024 be received for information;

AND THAT recommendation Nos. 4, 5 and 6 from the Sunshine Coast Regional Accessibility Advisory Committee meeting of September 23, 2024 be endorsed by the SCR Board as follows:

Recommendation No. 4

THAT staff representatives apply for grant funding to support Sunshine Coast Accessibility Advisory Committee initiatives including, but not limited to, hiring a consultant to create the Accessibility Plan and projects that reduce or eliminate accessibility barriers on the Sunshine Coast.

Recommendation No. 5

THAT the Town of Gibsons student representative be appointed to the Sunshine Coast Regional Accessibility Advisory Committee each year.

Recommendation No. 6

THAT a letter be sent to School District 46 to inquire about the implementation of their accessibility plan and to inquire about opportunities for collaboration; and that the letter be approved by the Chair before it is sent.

7. IN CAMERA

The Committee of the Whole moved in Camera at 11:41am

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e) and (k) of the *Community Charter* - "personal information about an identifiable individual who holds or is being considered for a position..."; "labour relations or other employee relations"; "the acquisition, disposition or expropriation of land or improvements..."; "negotiations and related discussions respecting the proposed provision of a municipal service..."

The Committee of the Whole moved out of In Camera at 11:59 a.m.

8. ADJOURNMENT

The meeting adjourned at 11:59 a.m.

Chair



SUNSHINE COAST REGIONAL DISTRICT
RECOMMENDATIONS OF THE
ELECTORAL AREA SERVICES COMMITTEE MEETING

October 17, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHelt, B.C.

PRESENT: Chair: J. Gabias, Electoral Area B
L. Lee, Electoral Area A
K. Backs, Electoral Area D
D. McMahon, Electoral Area E
K. Stamford, Electoral Area F

ALSO PRESENT: T. Perreault, GM Corporate Services
I. Hall, GM Planning and Development
S. Gagnon, GM Community Services (part)
S. Reid, Corporate Officer
J. Jackson, Manager, Planning and Development (part)
K. Jones, Asst. Manager, Planning and Development (part)
S. Koberwitz, Senior Planner (part)
Julie Clark, Senior Planner (part)
Kyle Doyle, Manager, Asset Management (part)
Devin Rajala, Planner III (part)
Jessica Huntington, Manager, Parks Services (part)
C. Gwilliam, Parks, Planning and Community Dev. Coordinator (part)
Bryce Viitanen, Business Systems Coordinator
Kristi Wiebe, Deputy Corporate Officer

OTHERS: Media - 1
Public - 15

1. CALL TO ORDER

The meeting was called to order at 9:30 a.m.

2. AGENDA

2.1 Adoption of Agenda

The agenda for the meeting was adopted as amended, by reordering item 4.3 to item 4.10.

4. REPORTS

4.1 Pender Harbour Reading Centre Upgrades Construction Agreement

Recommendation No. 1

The Electoral Area Services Committee recommended that the report titled Pender Harbour Reading Centre Upgrades Construction Agreement be received for information;

AND THAT the Sunshine Coast Regional District enter into a Construction Agreement with the Pender Harbour Reading Centre Society for upgrades to the Reading Center (attic and floor insulation, window replacement) including that the Society be responsible for the following:

- Assume full responsibility for all associated costs related to the upgrades;
- Acquire all necessary funding, permits, inspections, and insurance, as well as adhere to all applicable building codes, municipal and provincial legislation;
- Have the building assessed for asbestos by a qualified professional prior to construction and follow required asbestos abatement measures;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Reading Society.

4.2 Pender Harbour Music School Construction Agreement

Recommendation No. 2

The Electoral Area Services Committee recommended that the report titled Pender Harbour Music School Upgrades Construction Agreement be received for information;

AND THAT the Sunshine Coast Regional District enter into a Construction Agreement with the Pender Harbour Music Society for upgrades to the Pender Harbour Music School building (installation of two heat pumps and three air handlers) that includes that the Society be responsible for the following:

- Assume full responsibility for all associated costs related to the upgrades;
- Acquire all necessary funding, permits, inspections, and insurance, as well as adhere to all applicable building codes, municipal and provincial legislation;
- Have the building assessed for asbestos by a qualified professional prior to construction and follow required asbestos abatement measures;

AND FURTHER THAT the delegated authorities be authorized to enter into a Construction Agreement with the Pender Harbour Music Society.

4.3 Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 for 2820 Lower Road – Electoral Area D

Recommendation No. 3

The Electoral Area Services Committee recommended that the report titled Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 for 2820 Lower Road – Electoral Area D be received for information;

AND THAT Official Community Plan Amendment Bylaw 641.15 and Zoning Amendment Bylaw 722.8 be forwarded to the Board for First and Second Reading;

AND THAT Official Community Plan Amendment No. 641.15 and Zoning Amendment Bylaw No. 722.8 is consistent with the SCRD's 2024-2028 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider Amendment Zoning Bylaw No. 641.15 and 722.8 be scheduled;

AND FURTHER THAT Director McMahon be delegated as the Chair and Director Backs be delegated as the Alternate Chair to conduct the Public Hearing.

4.4 Development Variance Permit DVP000108 (3663 Beach Avenue) - Electoral Area D

Recommendation No. 4

The Electoral Area Services Committee recommended that the report titled Development Variance Permit DVP000108 (3663 Beach Avenue) - Electoral Area D be received for information;

AND THAT Development Variance Permit DVP000108, to vary Zoning Bylaw No. 722 to allow renovations and additions to an existing dwelling on the property located at 3663 Beach Avenue, be issued as follows:

- (a) To reduce the minimum Flood Construction Level under Section 5.18.1(a) from 2.0 m above the natural boundary of the ocean to 0.27 m;

AND FURTHER THAT a save-harmless covenant be registered against the property prior to issuance of DVP000108 including restrictions on further expansion of floor area below the prescribed Flood Construction Level and that best practices for flood hazard mitigation be incorporated into the new construction.

**4.5 Development Variance Permit DVP00096 (12560 Greaves Road)
- Electoral Area A**

Recommendation No. 5

The Electoral Area Services Committee recommended that the report titled Development Variance Permit DVP00096 (12560 Greaves Road) - Electoral Area A be received;

AND THAT Development Variance Permit DVP00096, to vary Zoning Bylaw No. 337 to allow for the construction of a second dwelling unit on the property located at 1250 Greaves Road, be issued as follows:

- a. To reduce the setback for a structure adjacent to an exterior side parcel line Section 631.6 (1)(d) from 4.5 m to 1.5 m for the building and 0.75 m for projections;
- b. To vary the maximum parcel coverage under Section 631.7 for a parcel over 2,000 m² in the R3A Zone from 15% to 22%.

**4.6 Development Variance Permit DVP00106 (9-15200 Hallowell Road)
- Electoral Area A**

Recommendation No. 6

The Electoral Area Services Committee recommended that the report titled Development Variance Permit DVP00106 (9-15200 Hallowell Road) - Electoral Area A be received;

AND THAT Development Variance Permit DVP00106, to vary Zoning Bylaw No. 337, to allow for the construction of carport on the property located at 9-15200 Hallowell Road, be issued as follows:

- a. Section 515 (1) (c) to reduce the setback for a building from the natural boundary of Sakinaw Lake from 20 m to 18.5 m.

The meeting recessed at 10:01 a.m. and reconvened at 10:12 a.m.

**4.7 Development Variance Permit DVP00104 (1498 Tideview Road)
- Electoral Area F**

Recommendation No. 7

THAT the report titled Development Variance Permit DVP00104 (1498 Tideview Road) - Electoral Area F be received for information;

AND THAT Development Variance Permit DVP00104, to vary Zoning Bylaw No. 722 to allow for the construction of a staircase structure on the property located at 1498 Tideview Road, be issued as follows:

(a) Section 5.16.1 (a) to reduce the setback for a structure from the natural boundary of the ocean from 15 metres to 5 metres.

**4.8 Development Variance Permit DVP00107 (8719 Redrooffs Road)
- Electoral Area B**

Recommendation No. 8

The Electoral Area Services Committee recommended that the report titled Development Variance Permit DVP00107 for 8719 Redrooffs Road - Electoral Area B be received for information;

AND THAT Development Variance Permit DVP00107, to vary Zoning Bylaw No. 722 to allow for the construction of a single-unit dwelling at 8719 Redrooffs Road, be issued as follows:

(a) Section 5.14.1(a) to reduce the setback for a structure adjacent to a highway or an internal private road from 5 m to 1.5 m.

The Committee recessed at 11:16 a.m. and reconvened at 11:26 a.m.

**4.9 Development Variance Permit Application DVP00099 (7531 Cove Beach Road)
- Electoral Area B**

Recommendation No. 9

The Electoral Area Services Committee recommended that Development Variance Permit DVP00099 (7531 Cove Beach Road), to vary Zoning Bylaw No. 722 to allow for the construction of an auxiliary dwelling unit on the property, be issued as follows:

(b) Section 7.9.3 to vary the maximum parcel coverage for a parcel over 3,500 m² in the RU1 Zone from 15% to 20.5%.

Recommendation No. 10

The Electoral Area Services Committee recommended that staff work with the applicant for DVP00099 to develop a condition of Development Variance Permit issuance related to a report outlining the terrestrial environmental impacts related to construction of a swimming pool within the setback area and potential restoration opportunities;

AND THAT a report be provided to a future Committee.

4.10 Official Community Plan Background Report

Recommendation No. 11

The Electoral Area Services Committee recommended that the report titled Official Community Plan Background Report be received for information;

AND THAT the Official Community Plan Background Report be referred to the Advisory Planning Commissions for feedback.

4.11 Electoral Area A Advisory Planning Commission Meeting Minutes of September 25, 2024**Recommendation No. 12**

The Electoral Area Services Committee recommended that the recommendations from the Egmont/Pender Harbour (Area A) Advisory Planning Commission meeting of September 25, 2024 be received for information.

4.12 Electoral Area B Advisory Planning Commission Meeting Minutes of July 25, 2024**Recommendation No. 13**

The Electoral Area Services Committee recommended that the recommendations from the Halfmoon Bay (Area B) Advisory Planning Commission meeting of July 25, 2024 be received for information.

4.13 Electoral Area D Advisory Planning Commission Meeting Minutes of July 15, 2024**Recommendation No. 14**

The Electoral Area Services Committee recommended that the recommendations from the Roberts Creek (Area D) Advisory Planning Commission meeting of July 15, 2024 be received for information.

4.14 Electoral Area D Advisory Planning Commission Meeting Minutes of September 16, 2024**Recommendation No. 15**

The Electoral Area Services Committee recommended that the recommendations from the Roberts Creek (Area D) Advisory Planning Commissions meeting of September 16, 2024 be received for information.

4.15 Electoral Area F Advisory Planning Commission Meeting Minutes of September 24, 2024

Recommendation No. 16

The Electoral Area Services Committee recommended that the recommendations from the West Howe Sound (Area F) Advisory Planning Commission meeting of September 24, 2024 be received for information.

5. COMMUNICATIONS

5.1 Karen Spicer, Vice President, xwesam - Roberts Creek Community Association

Recommendation No. 17

The Electoral Area Services Committee recommended that a letter of support be issued to the xwesam-Roberts Creek Community Association supporting their annual Province of BC Gaming Grant funding application.

8. ADJOURNMENT

The meeting adjourned at 12:05 p.m.

Chair



**SUNSHINE COAST REGIONAL DISTRICT
RECOMMENDATIONS OF THE FINANCE COMMITTEE MEETING**

**October 17, 2024
IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHULT, B.C.**

PRESENT: Chair: A. Toth, District of Sechelt
 S. White, Town of Gibsons
 L. Lee, Electoral Area A
 J. Gabias, Electoral Area B
 K. Backs, Electoral Area D
 D. McMahon, Electoral Area E
 K. Stamford, Electoral Area F
 D. Inkster, District of Sechelt

ALSO PRESENT: T. Perreault, GM Corporate Services
 I. Hall, GM Planning and Development
 T. Crosby, Recorder
 S. Reid, Corporate Officer

OTHERS: Public - 1
 Media - 1

1. CALL TO ORDER

The meeting was called to order at 1:45 p.m.

2. AGENDA

2.1 Adoption of Agenda

The agenda was adopted as presented.

4. REPORTS

4.1 MNP LLP 2024 Audit Service Plan

Recommendation No. 1

The Finance Committee recommended that the report titled MNP LLP 2024 Audit Service Plan be received for information;

AND THAT the Audit Service Plan from MNP LLP with respect to the Audit of the Financial Statements of the Sunshine Coast Regional District (SCRD) and Foreshore Leases (Hillside) for the year ended December 31, 2024 be approved as presented.

4.2 Status of Reserves and Holding Funds at August 31, 2024

Recommendation No. 2

The Finance Committee recommended that the report titled Status of Reserves and Holding Funds as at August 31, 2024 be received for information.

4.3 Canada Community Building Fund - Community Works Fund Update

Recommendation No. 3

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

AND THAT staff provide more information on the expanded scope of eligibility for projects under the new Community Works Fund agreement.

4.4 Sunshine Coast Regional District Q3 Corporate Financial Variance

Recommendation No. 4

The Finance Committee recommended that the report titled Sunshine Coast Regional District Q3 Corporate Financial Variance be received for information.

4.5 Gibsons and District Fire Protection [210] Deficit

Recommendation No. 5

The Finance Committee recommended that the report titled Gibsons and District Fire Protection [210] Deficit be received for information;

AND THAT this report be forwarded to the October 21, 2024 Gibsons and District Fire Protection Commission Meeting.

7. IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Sections 90 (1) (a), (c) and (k) of the Community Charter - "personal information about an identifiable individual who holds or is being considered for a position..."; "labour relations or other employee relations"; "negotiations and related discussions respecting the proposed provision of a municipal service..."

The Committee moved In Camera at 1:57 p.m.

The Committee moved out of In Camera at 2:42 p.m.

8. ADJOURNMENT

The meeting adjourned at 2:42 p.m.

Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – October 24, 2024

AUTHOR: Bryan Shoji, Manager, Capital Projects

SUBJECT: **2237019 WOODCREEK PARK WASTEWATER TREATMENT PLANT UPGRADE
ENGINEERING SERVICES - CONTRACT AMENDMENT**

RECOMMENDATION(S)

- (1) THAT the report titled 2237019 Woodcreek Park Wastewater Treatment Plant Upgrade Engineering Services - Contract Amendment be received for information;**
 - (2) AND THAT Contract 2237019 with Integrated Sustainability Consultants Ltd., be increased by \$88,159 up to \$206,159 (excluding GST);**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

Originally constructed in 1999, the Woodcreek Park Wastewater Treatment Plant (WWTP) provides treatment of liquid wastewater to 73 properties within the Woodcreek Park subdivision, located in Electoral Area E.

On May 11, 2022, the Sunshine Coast Regional District (SCRD) received grant funding under the Investing in Canada Infrastructure Program – Rural and Northern Communities (ICIP-RNC) to improve the WWTP treated effluent quality and reduce infiltration and inflow into the sewer collection system. The term of the grant agreement is between February 9, 2022 (commencement date) and March 31, 2026 (completion date) with a grant value of \$769,000 towards a total project budget estimate of \$968,591.

Request for Proposal (RFP) 2237019 was issued to secure engineering services to complete the detailed design, permitting, and construction tendering, with provisions for construction services. Integrated Sustainability Consultants Ltd (Integrated) were the successful proponent and awarded Contract No. 2237019 for an amount up to \$118,000 (Res. 039/23 Rec. 10).

The major process treatment equipment was pre-purchased via Notice of Intent 2437010 and awarded to Orenco Systems Inc., on July 15, 2024. (Res. 196/24)

Integrated have completed the detailed design and tender specifications, and an RFP has been issued to secure a qualified construction contractor, which closes on October 30, 2024.

The purpose of this report is to award the construction engineering services portion of Integrated’s contract to carry out construction management and post construction engineering services.

DISCUSSION

Contract No. 2237019 was originally awarded in an amount up to \$118,000, which included \$53,499 to complete detailed design, \$48,381 for construction engineering services, plus 15% contingency. The contract value has since been amended three times as outlined in Table 1 below.

Table 1: Contract No. 2237019 Summary

Item Description	Value
Design and Tender Services	\$53,499
Change Order: Infiltration and inflow analysis	\$18,750
Change Order: Headworks improvements design	\$16,669
Change Order: Additional tendering services	\$4,241
Total Contract Committed Expenditures to Date	\$93,159

Based on the final design, Integrated has submitted an updated budget estimate to complete the construction management and post construction engineering services. The value of the estimate is \$98,157, which is significantly higher than their original budget estimate that was provided through the RFP process, however, the level of effort provided in the estimate is considered reasonable based on the increased construction scope. The final design includes additional construction elements not originally contemplated in the conceptual design stage, including a new influent bar screen system and influent lift station.

It is further recommended that a 15% contingency be added to Integrated’s estimate to allow for unexpected changes to the construction program, raising the construction engineering services estimate to \$113,000. This would raise the total contract value to \$206,159, which exceeds the current contract award value of \$118,000 by \$88,159, see Table 2.

Table 2: Contract No. 2237019 with Proposed Amendments

Item Description	Budget	Committed Expenditures
Original contract value	\$118,000	
Total Contract Expenditures to Date (design and tendering)		\$93,159
Proposed contract amendment for construction management and post construction engineering services	\$88,159	\$113,000
Total	\$206,159	\$206,159

Financial Implications

A comprehensive cost estimate for this project was submitted as part of the October 2020 ICIP-RNC grant application using the construction cost estimate provided by MSR Solutions in their October 2020 report. The current project budget is \$968,591.

Based on the Class B construction cost estimate provided by Integrated, the project is still projected to be completed within budget, including construction contingency, and can accommodate the increase in engineering services costs. No Financial Plan amendment is required at this time.

Timeline for next steps

The construction RFP is scheduled to close on October 30 with an earliest award report coming forward to the November 28 Board meeting.

STRATEGIC PLAN AND RELATED POLICIES

This report is not aligned with the Board’s Strategic Focus Areas or lenses.

CONCLUSION

Contract 2237019 was issued to Integrated to complete detailed design and tendering services to upgrade the Woodcreek Park Wastewater Treatment Plant and sewer collection system in an amount up to \$118,000. Integrated has submitted an estimate to complete the construction management and post construction engineering services in the amount of \$113,000, including 15% contingency, exceeding the current contract value by \$88,159.

Staff recommend amending Contract 2237019 by up to \$88,159 to \$206,159 (plus GST). As this is within the Board approved budget, no Financial Plan amendment is required.

Reviewed by:			
Manager		CFO/Finance	X- A. Taylor
GM	X – R. Rosenboom	Legislative	
CAO	X-T.Perreault	Purchasing/Risk	

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 641.15, 2024**

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

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

PART A – CITATION

1. This bylaw may be cited as *Official Community Plan Amendment Bylaw No. 641.15*.

PART B – AMENDMENT

2. *Roberts Creek Official Community Plan Bylaw No. 641, 2011* is hereby amended as follows:
 - a. Redesignate the land use of part of PARCEL A DISTRICT LOT 1316 GROUP 1 NWD PLAN BCP23602 from “Residential C” to “Residential A”, as shown in Appendix A to this Bylaw Amendment.

PART C – ADOPTION

READ A FIRST TIME this _____ DAY OF _____,

READ A SECOND TIME this _____ DAY OF _____,

PURSUANT TO SECTION 475 OF THE *LOCAL GOVERNMENT ACT* CONSULTATION REQUIREMENTS CONSIDERED this _____ DAY OF _____,

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

PUBLIC HEARING HELD PURSUANT TO THE *LOCAL GOVERNMENT ACT* this _____ DAY OF _____,

READ A THIRD TIME this _____ DAY OF _____,

ADOPTED this _____ DAY OF _____,

Corporate Officer

Chair

APPENDIX A TO BYLAW NO. 641.15, 2024



**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 722.8, 2024**

A bylaw to amend *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019*.

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

PART A – CITATION

1. This bylaw may be cited as *Zoning Amendment Bylaw No. 722.8, 2024*.

PART B – AMENDMENT

2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
 - a. Redesignate the Subdivision District of part of PARCEL A DISTRICT LOT 1316 GROUP 1 NWD PLAN BCP23602 from “E” to “C”, as shown in Appendix A to this Bylaw Amendment.

PART C – ADOPTION

READ A FIRST TIME this _____ DAY OF _____,

READ A SECOND TIME this _____ DAY OF _____,

PUBLIC HEARING HELD PURSUANT TO THE
LOCAL GOVERNMENT ACT this _____ DAY OF _____,

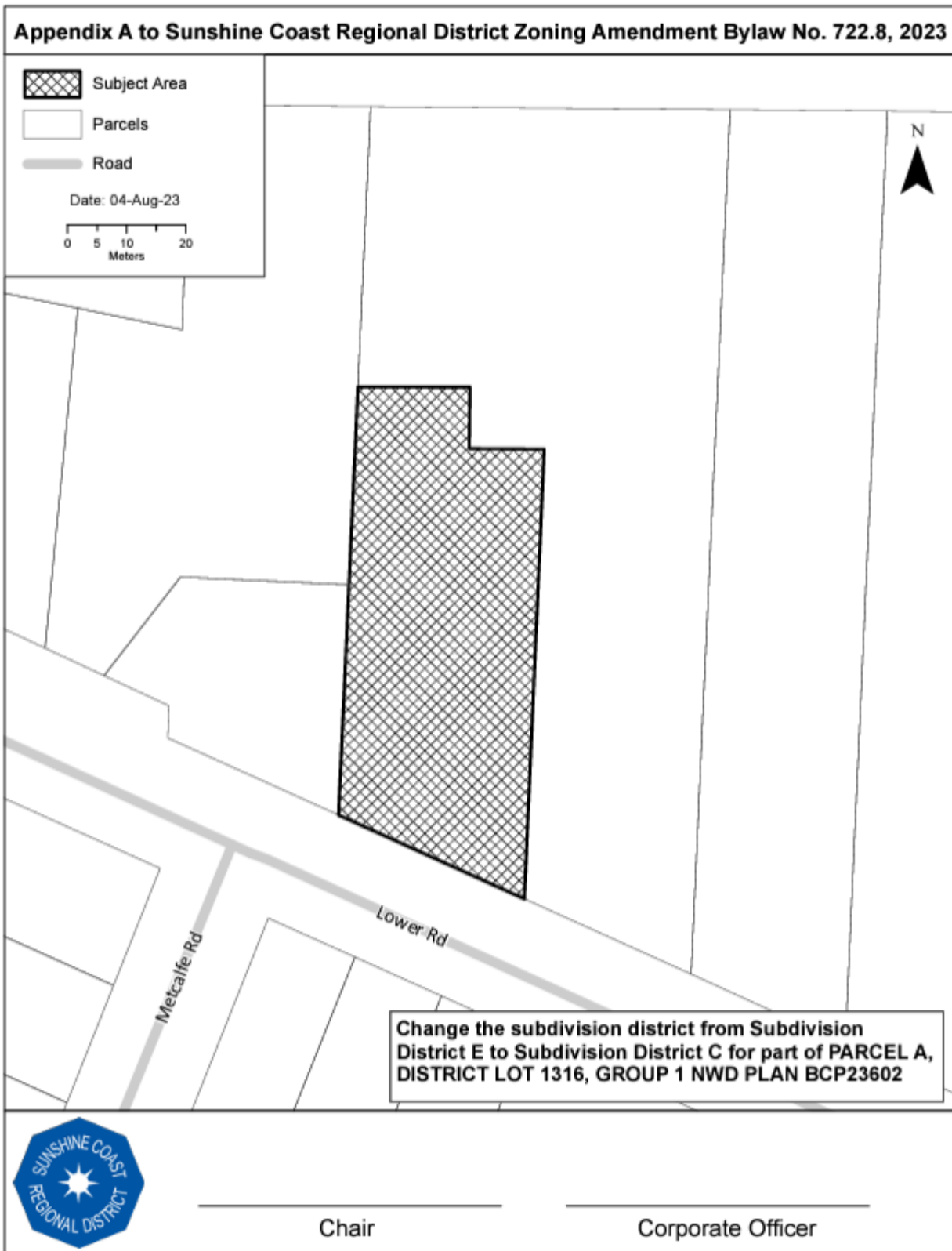
READ A THIRD TIME this _____ DAY OF _____,

ADOPTED this _____ DAY OF _____,

Corporate Officer

Chair

APPENDIX A TO BYLAW NO. 722.8, 2024



SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 626.5

A bylaw to amend Transit Fees and Charges Bylaw No. 626, 2010

WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Transit Fees and Charges Bylaw No. 626, 2010* to provide for changes in the Transit fare structure;

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

1. This bylaw may be cited as *Transit Fees and Charges Amendment Bylaw No. 626.5, 2024*.

2. *Transit Fees and Charges Bylaw No. 626, 2010* is hereby amended as follows:

a. Delete the definition of "Student" in section 2 in its entirety.

b. Add a new definition for "Youth" in section 2 as follows:

"Youth" means an individual who is equal to or over the age of thirteen (13) years and under the age of eighteen (18) years and is still attending secondary school.

c. Delete Schedule A in its entirety and replace with the revised Schedule A attached hereto.

3. This bylaw comes into force and effect on November 1, 2024.

READ A FIRST TIME this 10th day of October, 2024

READ A SECOND TIME this 10th day of October, 2024

READ A THIRD TIME this 10th day of October, 2024

ADOPTED this day of

CORPORATE OFFICER

CHAIR

SCHEDULE A

Prices are inclusive of any applicable tax.

Conventional Transit Fares			
	Cash Fare	Maximum Fare per Day	30-Day Pass
Adult (18 to 64)	\$2.00	\$4.00	\$60
Seniors* (65 and over)	\$2.00	\$4.00	\$30
Youth* (13 to 17 and still in secondary school)	No charge	-	-
Child (12 and under)	No charge	-	-

handyDART Fares		
	Cash Fare	Tickets (10 single)
Passenger	\$2.00	\$18.00
Attendant	No charge	No charge

Replacement fee for lost fare card (physical card): \$10

*with valid ID