



## SUNSHINE COAST REGIONAL DISTRICT

June 27, 2019

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

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<b>PRESENT:</b>	Chair	L. Pratt
	Directors	L. Lee A. Tize D. McMahon M. Hiltz D. Siegers B. Beamish T. Lamb
<b>ALSO PRESENT:</b>	Interim Chief Administrative Officer	A. Legault
	GM, Corporate Services / Chief Financial Officer	T. Perreault
	GM, Planning and Community Development	I. Hall
	GM, Infrastructure Services	R. Rosenboom
	Executive Assistant / Recorder	T. Hincks
	Media	2
	Public	6

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

**AGENDA** It was moved and seconded

178/19 THAT the agenda for the meeting be adopted as amended.

**CARRIED**

**MINUTES**

Minutes It was moved and seconded

179/19 THAT the Regular Board meeting minutes of June 13, 2019 be adopted.

**CARRIED**

**REPORTS**

Planning

**It was moved and seconded**

180/19

THAT Planning and Community Development Committee recommendation Nos. 1 and 3-13 of June 13, 2019 be received, adopted and acted upon as follows:

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

THAT the delegation materials received from the Sunshine Coast Disc Golf Association regarding Disc Golf Course Proposal in Halfmoon Bay be received;

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

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

THAT the report titled Zoning Amendment Bylaw No. 310.180, 2018 Consideration for Third Reading and Adoption - Toma Subdivision be received;

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

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

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

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

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

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

180/19 cont.

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

1. The applicant enters into a covenant with the SCRD and registers it on title of the subject parcel stating that:

- a) At all times when the auditorium is operational, a minimum of 39 off-street parking spaces shall be provided in suitably-zoned locations other than the subject parcel, and shuttle services shall be available between these locations and the subject parcel;
- b) Prior to the issuance of a building permit for the auditorium, the owner must provide SCRD with evidence that lands have been acquired or permission has been obtained to use lands in locations permitted by the zoning bylaw for the purpose of providing a minimum of 39 off-street parking spaces.

2. The SCRD has received confirmation from the Ministry of Environment and Climate Change Strategy that the proposed development can proceed pursuant to the Environmental Management Act.

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

THAT the report titled Development Variance Permit DVP00046 (Maynard) - Electoral Area F be received;

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

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

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

THAT the report titled Development Permit Application DP000075 (Gibsons Ready-Mix) be received;

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

1. The applicant submit a sign and lighting plan acceptable to the Manager, Planning and Development, that addresses the Form and Character Development Permit Area 7 (Rural Industry) signage and site lighting design guidelines.

180/19 cont.

2. The applicant must provide a cash security deposit based on the estimated amount of the landscape works (softscape and hardscape) plus 10%. The security deposit will be refunded upon request and confirmation that the landscape works have been completed in a manner acceptable to the Manager, Planning and Development.

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

THAT the report titled Public Participation Phase 2 Zoning Bylaw 310 Update be received;

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

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

THAT the report titled Secret Cove Falls Recreation Site Update be received;

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

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

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

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

THAT staff investigate UBCM resolutions regarding the shifting of responsibility of recreation sites and trails to local governments;

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

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

THAT the Gibsons & District Fire Protection Commission Minutes of May 3, 2019 be received.

180/19 cont.

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

THAT the report titled Gibsons and District Fire Protection Commission Terms of Reference be received;

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

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

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

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

THAT the Egmont/ Pender Harbour Advisory Planning Commission minutes of May 29, 2019 be received.

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

THAT the Roberts Creek Advisory Planning Commission minutes of May 13, 2019 be received.

**CARRIED**

Infrastructure

**It was moved and seconded**

181/19

THAT Infrastructure Services Committee recommendation Nos. 1 and 4 - 13 of June 20, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Water Supply Update*

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

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

181/19 cont.      **Recommendation No. 4**      *Managing Growth to Address Water Supply Deficit*

THAT the report titled Managing Growth to Address Water Supply Deficit be received;

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

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

THAT the report titled Green Waste Program – Overview be received;

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

**Recommendation No. 6**      *SCR D Recycling Depots - Overview*

THAT the report titled SCR D Recycling Depots – Overview be received for information;

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

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

THAT the report titled Commercial Recycling – Update be received;

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

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

THAT the report titled Single-Use Plastics Ban Considerations be received for information;

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

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

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

THAT the report titled South Pender Harbour Watermain Replacement Project Update and Budget Increase be received;

181/19 cont. AND THAT the contract to BA Blacktop Ltd. for the South Pender Harbour Watermain Replacement work be increased up to \$1,849,732;

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

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

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

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

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

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

THAT the report titled Sunshine Coast Rotary Club Offer of Donation – AED and Flotation Devices be received;

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

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

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

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

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

**Recommendation No. 11** *Correspondence*

THAT the correspondence from the Southern Sunshine Coast Farmers Institute regarding the water needs on the Sunshine Coast be received;

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

181/19 cont.            **Recommendation No. 12**    *Correspondence*

THAT a letter be sent to the Southern Sunshine Coast Farmers Institute to acknowledge their concerns and advise them of the actions being taken by the SCR D.

**Recommendation No. 13**    *Correspondence*

THAT staff investigate the impact of food growers to continue to water crops during Stage 4 and report back to Committee in Q4 2019.

**CARRIED**

Infrastructure            **It was moved and seconded**

182/19                    THAT Infrastructure Services Committee recommendation No. 3 of June 20, 2019 be received, adopted and acted upon as amended as follows:

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

THAT:

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

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

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

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

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

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

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



182/19 cont.

AND BE IT FURTHER RESOLVED THAT to address our long-term water supply situation a Water Summit of community stakeholders be convened *early 2020* to make recommendations on revisions to the Drought Management Plan and Comprehensive Regional Water Plan.

**CARRIED**

Corporate

**It was moved and seconded**

183/19

THAT Corporate and Administrative Services Committee recommendation Nos. 3, 4, 5, 11, 15 and 17 of June 27, 2019 be received, adopted and acted upon as follows:

**Recommendation No. 3**     *Statement of Financial Information, Year Ended December 31, 2018*

THAT the report titled Financial Reporting Requirements – Statement of Financial Information, Year Ended December 31, 2018 be received;

AND THAT the Statement of Financial Information for the year ended December 31, 2018 be approved as presented.

**Recommendation No. 4**     *Cityworks Software Licence Agreement*

THAT the report titled Cityworks Software Licence Agreement – 3 Year Extension be received;

AND THAT a 3 year extension of the Cityworks software licence in the amount of \$37,450 per year (inclusive of PST) for a total of \$112,350 be approved;

AND THAT the 2020-2024 Financial Plan be updated accordingly.

**Recommendation No. 5**     *Award Report for Request for Proposal 19 387 Multi-Function Printers*

THAT the report titled Award Report for Request for Proposal (RFP) 19 387 Multi-Function Printers (MFPs) be received;

AND THAT a 5 year contract for MFPs be awarded to Xerox Canada, DBA West X Business Solutions for total contract value of \$215,700 (plus applicable taxes).

**Recommendation No. 11**     *BC Timber Sales (BCTS) Operations 2019-2023*

THAT the report titled BC Timber Sales (BCTS) Operations 2019-2023 be received;

AND THAT the Sunshine Coast Regional District (SCRD) respond to the BCTS referral with the following comments:

183/19 cont.

1. Before completion of cutblock design: BCTS work with SCRD to develop a strategy for Suncoaster Trail protection for TA0334-EGG 17, 18, 22, 23 and GO51B4DG and with BC Parks for protection of Skookumchuk Trail for EGG 10, 11, 12;
2. BCTS continue to work collaboratively with Sunshine Coast Trails Society to inform plans for community trail restoration and safety work;
3. BCTS engage in Community consultation with the Egmont Community before completion of cutblock design;
4. Public safety measures be implemented to communicate forestry activity to recreational users, including signage posted on Suncoaster Trail and all community trails near or through cut blocks;
5. In support of Species At Risk protection, if not already completed, SCRD recommends BCTS:
  - a. Conduct a survey of wetlands, ponds near or within proposed cut blocks on the North Lake Map Sheet. Survey to be conducted in both fall and spring;
  - b. Conduct a Bio-Inventory of the proposed blocks that indicate Critical Habitat values. The inventory should be conducted by a Registered Professional Biologist with Species at Risk experience during active time for local species. Bio-Inventory data should be used to update block design to mitigate impacts to Species at Risk;
  - c. And share spatial data regarding Bio-Inventory and wetland survey data with the SCRD in ESRI Shapefile or Geodatabase format;
6. In support of monitoring and protection for marine life near logging activity, SCRD recommends that BCTS commission eelgrass mapping in coastal and estuary areas near proposed logging activity in Jervis Inlet - Hotham Sound, Deserted Creek, Brittain River, as well as coastal and estuary areas of Howe Sound near proposed logging activity - Rainy River, McNair, McNab and Potlatch Creeks, and that the spatial data be shared with the SCRD;
7. Ensure that both *shíshálh* Nation and Sḵw̱x̱wú7mesh Nation are consulted and that all harvesting-related activities undertaken comply with the *Heritage Conservation Act*;

AND THAT SCRD's referral response be shared with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), with an invitation to dialogue about:

183/19 cont.

8.
  - a. Integrated planning approaches for ecological integrity, conservation efforts and resource activity;
  - b. Tools to track the cumulative effects of forestry and other resource operations on the Sunshine Coast;
  - c. Protecting community water supply – such as a review of Community Watershed designations to include the protection of community and individual surface and groundwater supply;
  - d. Accountability for the natural capital of a standing forest by undertaking natural capital valuations in all aspects of its forests and land resources management, starting with the Coast Forest Sector Revitalization Initiative, and demonstrably use these valuations in all related decision-making and asset management;
  - e. In support of protecting drinking water quality and supply, reinforce the SCRD's position on logging in Community (drinking) Watersheds; that clear limits of zero risk to drinking water quality and supply be established for logging Community (drinking) Watersheds;
  - f. In view of the rapidly changing climate which is causing widespread die-off of species that are not drought tolerant, environmental stress on our watersheds, increased stormwater run-off in winter, and a dramatically increased fire hazard in summer, that BCTS and FLNRORD review forest management processes in the Sunshine Coast Forest District;

AND THAT SCRD refers this report to *shíshálh* Nation Rights and Title Department, *Skw̓x̓wú7mesh* Nation and to BC Parks for information.

**Recommendation No. 15**     *Water Sustainability Fund Request for Support*

THAT the report titled Water Sustainability Fund Request for Support be received;

AND THAT the Sunshine Coast Regional District (SCRD) submit comments supporting the Water Sustainability Fund by June 28, 2019 deadline.

**Recommendation No. 17**     *Royal Canadian Marine Search and Rescue – Letter of Support*

THAT the communication dated June 12, 2019 from the Royal Canadian Marine Search and Rescue, Station 12, Halfmoon Bay requesting a letter of support for operating grant applications to the Provincial Government be received;

183/19 cont. AND THAT a letter of support for the grant applications be sent.

**CARRIED**

UBCM Resolution **It was moved and seconded**

184/19 THAT the report titled UBCM Resolutions – Recreation Sites and Trails be received;

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

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

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

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

**CARRIED**

CAO Report **It was moved and seconded**

185/19 THAT the report titled Chief Administrative Officer's Report be received for information.

**CARRIED**

**BYLAWS**

Bylaw 708.1 **It was moved and seconded**

186/19 THAT *Egmont / Pender Harbour Official Community Plan Amendment Bylaw No. 708.1, 2019* be read a third time.

**CARRIED**

Bylaw 337.116 **It was moved and seconded**

187/19 THAT *Sunshine Coast Regional District Electoral Area A Zoning Amendment Bylaw No. 337.116, 2019* be read a third time.

**CARRIED**

Bylaw 310.180 **It was moved and seconded**

188/19 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 310.180, 2018* be read a third time.

**CARRIED**

**DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*The Board moved In Camera at 2:34 p.m.*

**IN CAMERA It was moved and seconded**

189/19 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the acquisition, disposition or expropriation of land or improvements...”, “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

**CARRIED**

*The Board moved out of In Camera at 3:13 p.m.*

**ADJOURNMENT It was moved and seconded**

190/19 THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:13 p.m.

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

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

\_\_\_\_\_  
Chair