



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

Thursday, May 8, 2025, 9:30 a.m.

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

Pages

1. CALL TO ORDER	
2. AGENDA	
2.1 Adoption of Agenda	
3. PRESENTATIONS AND DELEGATIONS	
4. REPORTS	
*4.1 Water Supply Update -General Manager, Infrastructure Services (Voting - A, B, D, E, F, Sechelt)	3
4.2 Gray Creek Monitoring Final Report Draft and Project Follow-up -Manager, Capital Projects (Voting - A, B, D, E, F, Sechelt)	13
4.3 Emergency Siphon Systems Authorizations -General Manager, Infrastructure Services (Voting - A, B, D, E, F, Sechelt)	17
4.4 Coastal Flood Mapping Project Update -Manager, Sustainable Development (Voting - All Directors)	22
4.5 Town of Gibsons Boundary Adjustment Proposals -Chief Administrative Officer -Corporate Officer -General Manager, Planning and Development (Voting - All Directors)	25
4.6 American Tariff Considerations -Manager, Purchasing and Risk Management (Voting - All Directors)	30
4.7 Sunshine Coast Regional Accessibility Advisory Committee Meeting Minutes of February 24, 2025 (Voting - All Directors)	35

5. COMMUNICATIONS

6. NEW BUSINESS

7. IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90(1)(k) of the *Community Charter* - "negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages..."

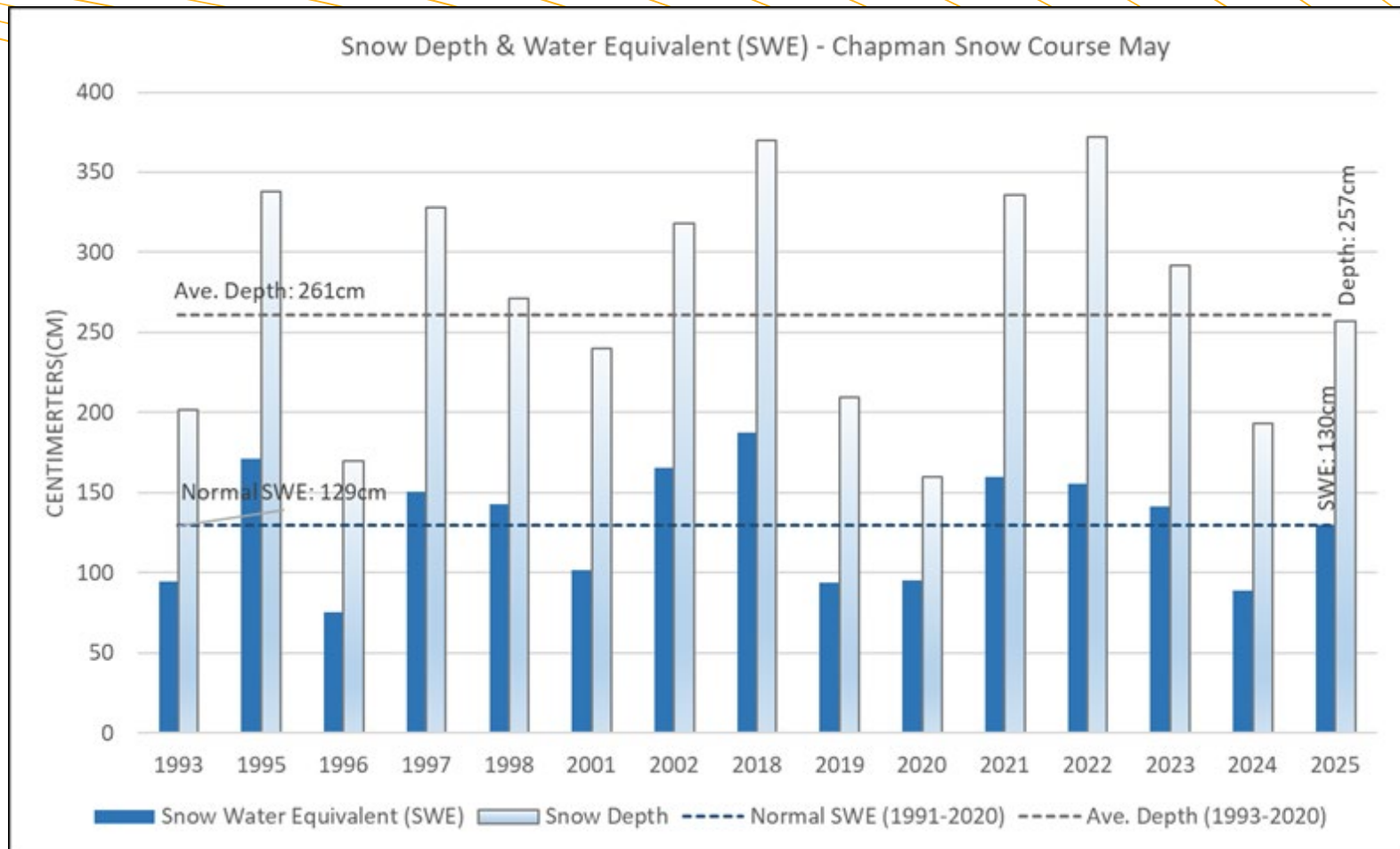
8. ADJOURNMENT



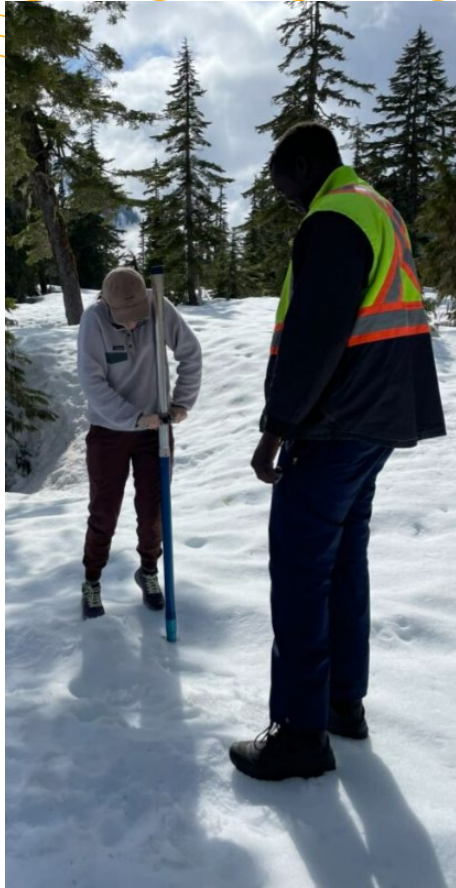
Water Supply Update



Snowpack – Chapman Lake

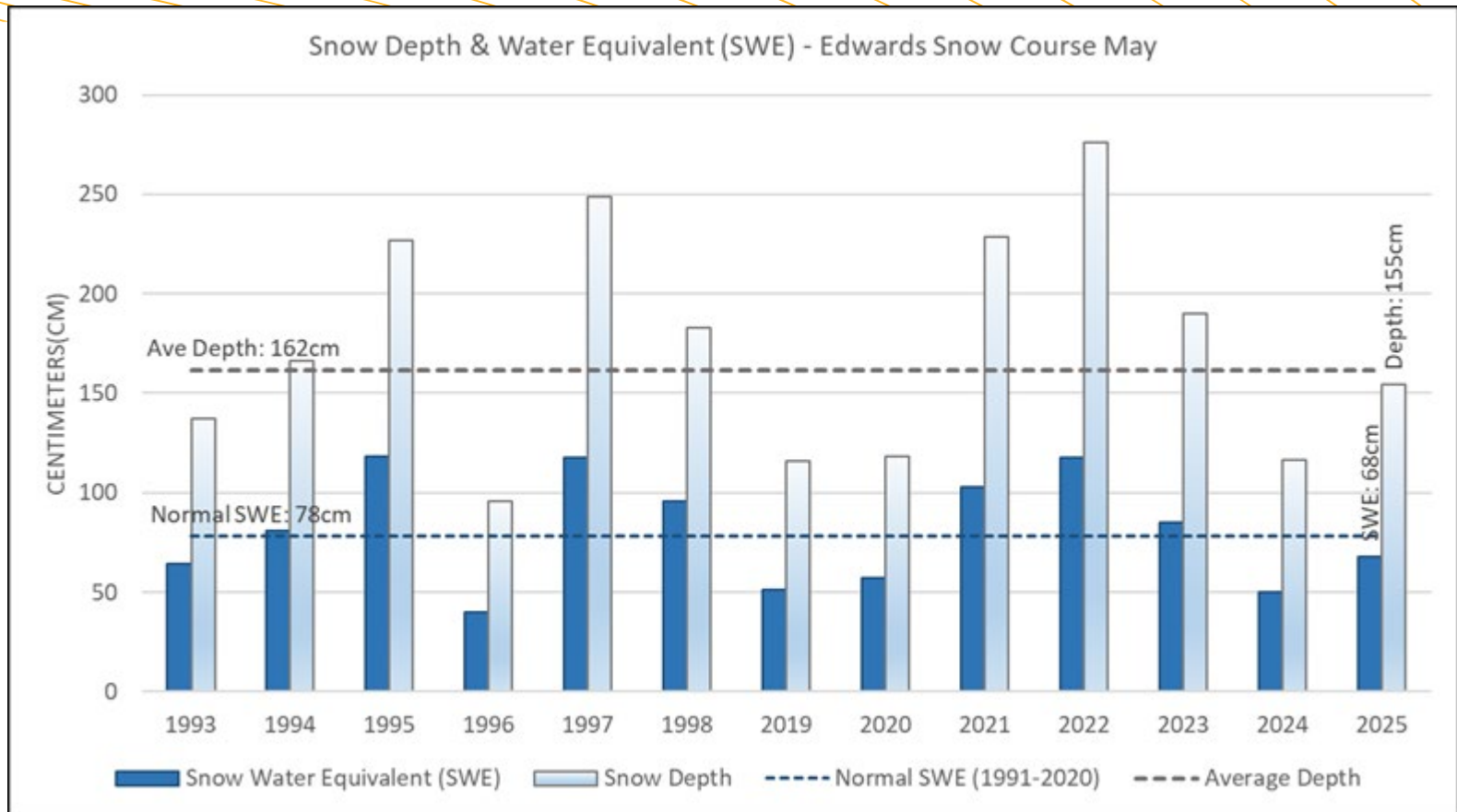


Chapman Lake

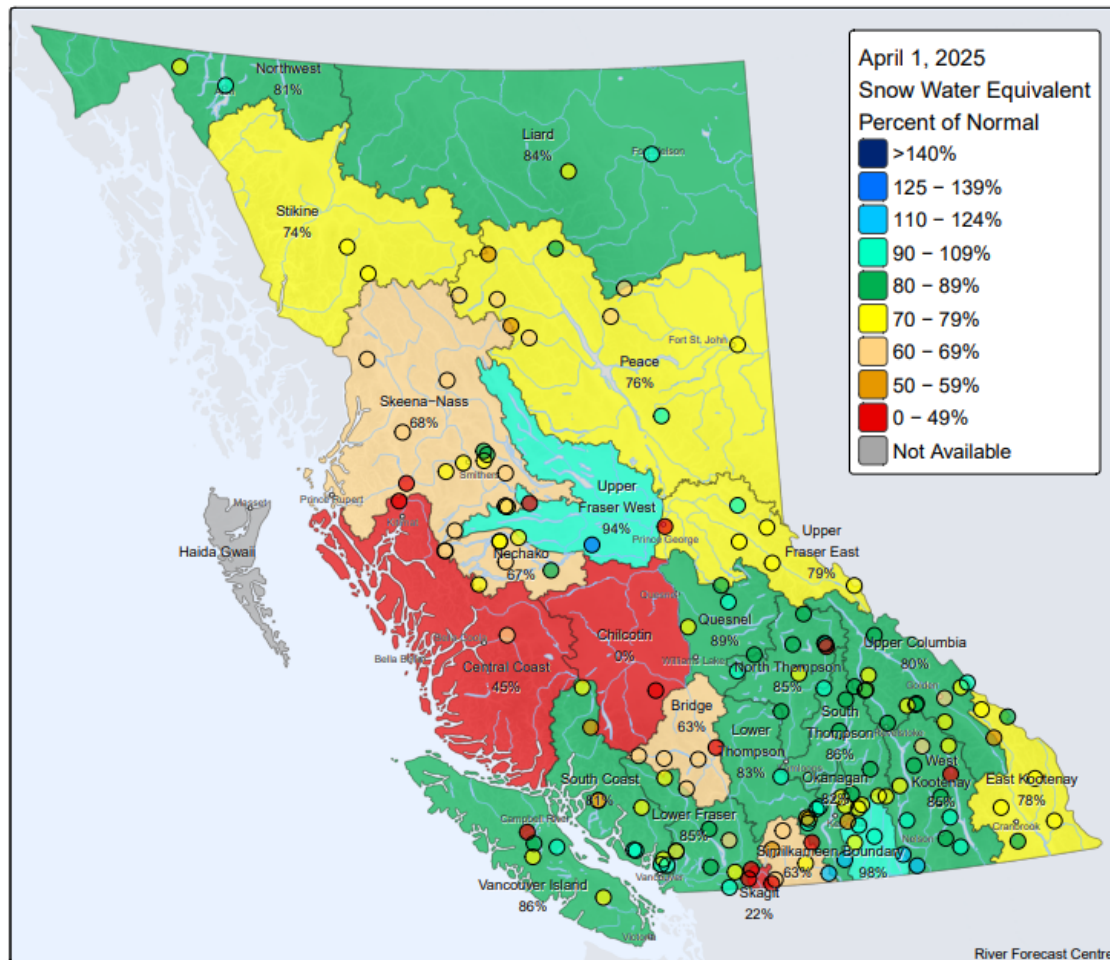


April 30, 2025

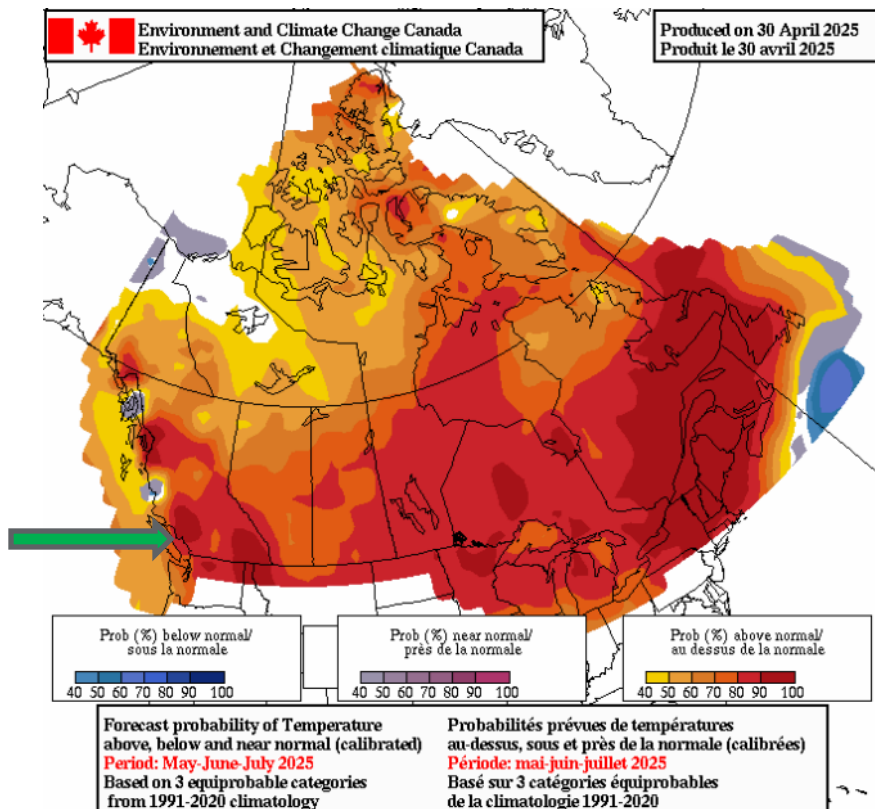
Snowpack – Edwards Lake



Provincial Snow Survey Map

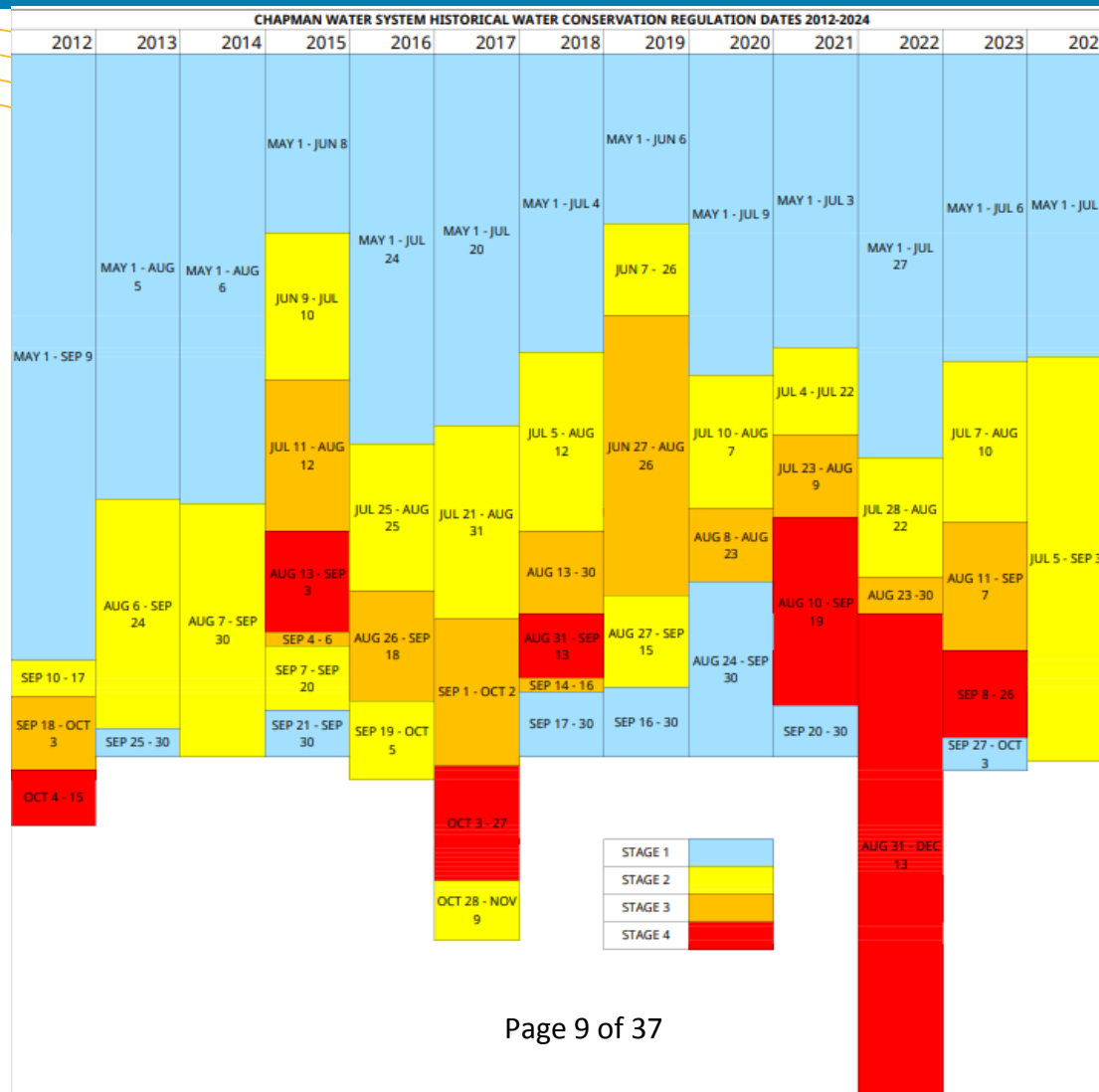


Temperature Forecast May - July



- April has been cooler than normal.
- No El Niño or La Niña, but neutral.
- Precipitation outlook is uncertain.

Overview of Water Conservation Regulation Stages Since 2012



Water Supply Outlook

- All systems are on Water Conservation Regulations - Stage 1 as of May 1.
- Chapman Water System:
 - Timing of Stage 2 is dependent on temperature and precipitation in May and June.
 - Chaster Well will be repaired by end of July, until then the Church Road Wellfield can replace production capacity.
 - Chapman Creek Environmental Flow Needs reduction: ongoing collaboration with shíshálh Nation and Province to confirm plan for this summer.
 - Siphon systems: Discussions with shíshálh Nation and Province ongoing for continued use in case of extended late summer drought.

Communications

Building on the successes of last years:

- Water Conservation Regulation mailouts to all SCRD customers, including launch of Get Ready for Summer campaign.
- Sign-up to monthly Water Use Update.
- Still Rainwater Harvesting Rebate funds available.
- Leak resolution has continued over the winter, including Sechelt. Since Jan 1, 2025:
 - 20 shut-off letters issued (about 345,000 LPD)

Get Ready for Summer



You know what to do.

Environment and Climate Change Canada predicts above average seasonal temperatures again this summer. As we have all experienced, summers are hotter and drier than they used to be. We must do things differently when things start heating up. This means putting water first -- as the community has done in the past few years.

Every year in the Sunshine Coast Regional District, water conservation regulations begin May 1. Reduce summer stress on yourself and water supplies by completing water intensive home maintenance and garden projects in the Spring. Your thoughtful, early actions reduce the risk to community water supplies during times of drought.



We all value water. Whether we use it for apple trees, gardens, cold plunges or household maintenance, it's vital to our everyday life. How you choose to use water effects everyone. By prioritizing your summer water use by needs, not wants, we can make sure everyone in the community has access to safe and reliable drinking water.



While we cannot control the weather, we can control how we use water. Last year we expected drought conditions, but summer rains helped keep water conservation stages low. Becoming more water efficient at home can reduce stress that comes with hot and dry weather.



Focus on what you can do. Take action in your household to improve water efficiency. Water resources are shared. By respecting the water we have, everyone benefits. With world class water from pristine aquifers and beautiful lakes, let's be mindful of every drop.

Knowing how much water you use is the first step to efficiency.

Get curious about your household's water use. Property owners can receive a personal monthly water use update by email.

Visit scrd.ca/water-use to sign up.

No water meter yet? Use the graph on the right to estimate how much you might be using.

Want to be an H₂O hero? Aim to keep your water use under 200 litres per person, per day.

Find updates on water conservation stages in your area, tips for water efficiency and more at scrd.ca/water



Learn More

- For current information on water supply and Water Conservation Regulations, visit www.scrd.ca/water-updates.
- Questions?



Staff Report

Request for Decision

TO: Committee of the Whole -May 8, 2025

AUTHOR: Jesse Waldorf, Manager, Capital Projects

SUBJECT: **Gray Creek Monitoring Final Report Draft and Project Follow-up**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Board with options to consider in response to the results of the two-year hydrological monitoring of Gray Creek and the subsequent hydrometric and hydrological assessments completed. This report requests Board decision to accept, reject, or provide alternate direction with respect to staff's recommendation as presented below regarding the future use and further development of this water source.

Recommendation(s):

- 1) THAT staff take no further action on the development of the Gray Creek Intake and Treatment Design Engineering (Phase 1) Project;**
 - 2) AND THAT the Gray Creek Intake and Treatment Design Engineering (Phase 1) project be abandoned and associated Growing Community Funds be returned to the unallocated pool of Funds;**
 - 3) AND THAT the 2025-2029 Financial Plan will be amended accordingly;**
 - 4) AND FURTHER THAT staff continue the existing use of Gray Creek water source during dry summers until such time as the water supply situation of the Chapman Water System is such that this is no longer required.**
-

BACKGROUND

In March of 2022, the Sunshine Coast Regional District (SCRD) retained the services of Northwest Hydraulic Consultants Ltd. (NHC) to complete a feasibility study to determine if Gray Creek can be relied upon as a water supply source for the Chapman Water System to be utilized throughout the year, not only during times of drought and high demands, enhancing the overall water supply and resiliency for the community, particularly when withdrawal from Chapman Creek is challenged by lack of precipitation.

As part of the 2025 budget process, the SCRД Board approved a proposal for the Gray Creek Intake and Treatment Design Engineering (Phase 1) project in the amount of \$864,550 funded from Growing Communities Funds, including 0.22 Full Time Equivalent (FTE) staff. Approval for staff to proceed was contingent on the conclusion of NHC's reporting and its support of this use.

DISCUSSION AND ANALYSIS OF OPTIONS

NHC's analysis found that while Gray Creek has historically provided supplementary water to the Chapman Water System during periods of drought, its summer stream flows frequently approach or fall below the SCRD's licensed withdrawal rate of 32 litres per second. In multiple measured low-flow events between 2022 and 2024, flows were as low as 35 L/s, meaning that fully exercising the license would extract nearly all available streamflow which could have significant ecological impacts. However, the current intake infrastructure is inadequate to divert that much water during the majority of the summer months. During the summers of 2022 and 2023 the current infrastructure has allowed the SCRD to withdraw an average of 24 l/s.

The long-term predictive modelling performed by NHC indicates that if future climate conditions significantly increase, the SCRD would not be able to withdraw its maximum licenced withdrawal. Gray Creek's streamflow is expected to drop significantly in August and September due to the very likely impacts of climate change. The probability of the natural flows falling below the licensed amount for about a week at a time in August increases to 31% by 2050, and 54% by 2075. The probability for this to occur for the current withdrawal is slightly less, but still substantial.

Bringing the source up to Vancouver Coastal Health (VCH) potable standards is estimated at \$8–10 million, which includes treatment plant upgrades and related infrastructure.

OPTION 1 – Discontinuing upgrading Gray Creek Intake Infrastructure

This option would have staff conclude the current project, Gray Creek Intake and Treatment Design Engineering (Phase 1). Given the risk profile, any further investment into the Gray Creek system should be carefully considered. Other prospective sources are expected to have the potential to provide better value and reliability over Gray Creek in terms of long-term reliable flow yield and cost per litre or cubic metre of water, including the Langdale Wellfield, Lower Crown Reservoir and potentially the recently drilled shíshálh | Sechelt Hospital well. It's therefore recommended to discontinue upgrading the Gray Creek source to year-round and long-term water source.

This option would have staff continue the existing use of Gray Creek water source during dry summers until such time as the water supply situation of the Chapman Water System is such that this is no longer required.

Financial Considerations

As part of the 2025 Budget Process the Board approved a budget of \$864,550 for a Gray Creek Intake and Treatment Design Engineering (Phase 1) project to advance with feasibility study, design, and permitting for upgrades to the Gray Creek intake. To date none of these funds have been spent.

The discontinuation of this projects will make the allocated funds available to be redirected to other water supply projects. Options for doing so will be presented in a future staff report.

Staff Recommendation

Staff recommend Option 1. Should the Committee choose to go with Option 1, a recommendation has been proposed in the Overview section on page one of this report.

OPTION 2 – Delay upgrading Gray Creek Intake Infrastructure

This option would delay any work being undertaken on the Gray Creek Intake and Treatment Design Engineering (Phase 1) project until such time that more information is available on the feasibility of other potential new water sources, such as the Lower Crown Reservoir and the shíshálh | Sechelt Hospital well field.

This option would have staff continue the existing use of Gray Creek water source during dry summers until such time as the water supply situation of the Chapman Water System is such that this is no longer required.

Staff Recommendation

Staff do not recommend this option. Based on the information currently available about the other new water supply sources currently explored or developed it can be concluded that they all have a substantial higher likelihood of being able to be developed as a reliable long-term water supply source compared to Gray Creek. Delaying a decision about continuing with the development of the Gray Creek water source might therefore be advantages.

Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:

THAT the Sunshine Coast Regional District pauses the Gray Creek Intake and Treatment Design Engineering (Phase 1) Project;
AND THAT staff present a report with options for advancing with this project once more information is available on the feasibility of other potential new water sources, such as the Lower Crown Reservoir and the shíshálh | Sechelt Hospital well field.

OPTION 3 – Continue development of Gray Creek Intake Infrastructure upgrades

This option directs staff to continue with the advancement of the Gray Creek Intake and Treatment Design Engineering (Phase 1) Project. This option would advance with the confirmation of the feasibility (incl. technical, financial and First Nation Rights and Title), design, and permitting as considered as part of this project.

Staff Recommendation

Staff do not recommend this option. Investing further in Gray Creek might commit millions to a source that the SCRD cannot rely upon in dry summers for decades to come as the result of climate change. Using the full licensed flow, or even the current average flow withdrawals, could cause environmental damage. More secure and cost-effective groundwater sources are available for the same or lower long-term cost.

Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:

THAT the Sunshine Coast Regional District advance with the Gray Creek Intake and Treatment Design Engineering (Phase 1) Project.

FINANCIAL IMPLICATIONS

Proceeding with Option 1 would allow funding to be available to advance other projects, including ones with higher feasibility, and provide a reliable water supply source to the Chapman Water System.

STRATEGIC PLAN IMPLICATIONS

This initiative/proposal can be seen as supporting the Strategic Focus Area of Water Stewardship in the Board's 2023 – 2027 Strategic Plan, and in particular the following strategic objective: Continue to explore, enhance, and develop groundwater and surface water sources.

TIMELINE

Option 1 would result in no additional steps to be undertaken. Option 2 would result in consultation with the shíshálh Nation and a procurement process for a consultant to support the SCRD with this project to be initiated.

COMMUNICATIONS

The findings of this project will be presented on the SCRD website and other corporate SCRD communication tools. If Option 1 is advanced, the Let's Talk Page for this project will be discontinued. If Option 2 is advanced, the Let's Talk Page will be updated accordingly.

SUMMARY AND CONCLUSION

Two years of monitoring and hydrological assessment confirm that Gray Creek is not feasible to be developed as a reliable water source for many decades to come. Flows during the summer months will increasingly approach or fall below licensed withdrawal rates, and climate projections show these conditions will worsen significantly by 2050–2075. While the current average withdrawal rates are below the licenced rate, the long-term sustainability of that withdrawal rate is also questionable due to the impacts of the changing climate.

Bringing the source up to Vancouver Coastal Health potable standards is estimated at \$8–10 million, which includes treatment plant upgrades and related infrastructure.

Given the substantial costs and the low long-term sustainability of the water supply source, it is recommended to discontinue the Gray Creek Intake and Treatment Design Engineering (Phase 1) Project.

Reviewed by:			
Manager		Finance	X – A. Taylor
GM	X - R. Rosenboom	Legislative	
CAO	X – T. Perreault	Other	



Staff Report

Request for Decision

TO: Committee of the Whole – May 8, 2025

AUTHOR: Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: **Emergency Siphon Systems Authorizations**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide a status update on the current provincial authorizations for the Emergency Siphon Systems located at Edwards and Chapman Lake. This report requests Board decision to accept, reject, or provide alternate direction with respect to staff's recommendations as presented below.

Recommendations:

- 1) **THAT staff advance the required applications to the shíshálh Nation and the Province for an extension or renewal of the authorizations required for continued use of the Emergency Siphon Systems at Chapman Lake and Edwards Lake until the fall of 2027;**
 - 2) **AND THAT staff report back to the Board on the regulatory process and requirements to obtain long-term authorizations for the Emergency Siphon Systems at Chapman Lake and Edwards Lake;**
 - 3) **AND FURTHER THAT this recommendation be forwarded to the May 8, 2025, Board meeting.**
-

BACKGROUND

Since 2017 an Emergency Siphon System has been in place at Chapman Lake, and since 2022 at Edwards Lake. These systems are intended to augment the water supply to the Chapman Water System in circumstances where Stage 4 Water Conservation Regulations are in place and their use is required to guarantee the water supply to the users of this water system.

The following table provides an overview of the current expiry dates of the required Provincial permits.

	Chapman Lake	Edwards Lake
Amendment to the Parks Use Permit under the <i>Parks Act</i> (BC Parks)	Expiry: October 31, 2024 Application for extension submitted January 2024.	Expiry: October 31, 2024 Application for extension submitted January 2024.
Use-approval under the <i>Water Sustainability Act</i> (Ministry of Water, Lands and Resource Stewardship)	Expiry: October 6, 2025	Expiry: August 23, 2025

As noted in the table above, the Amendment to the Parks Use Permit under the *Parks Act* expired on October 31, 2024. BC Parks is aware that the siphon systems are still in place and have not raised any concerns about that, especially as the Sunshine Coast Regional District (SCRD) has submitted applications for an extension to this application.

In 2024, the shíshálh Nation included the following conditions in their response letter to the SCRD's request for support for the use of these systems in 2025 and 2026:

- 1) That the renewal/extension would only be until the fall of 2025;
- 2) That a detailed Environmental Impact Assessment is conducted, and an Adaptive Monitoring Plan is designed to confirm the environmental impacts of the system at Chapman Lake;
- 3) That an Archeological Impact Assessment is conducted to confirm the impacts of the siphon systems on archeological interest at Chapman Lake; and,
- 4) That a hydrological gauging station will be constructed below the confluence of the outlet channel from Edwards Lake and Chapman Creek.

Following the budget approval to conduct items 2, 3, and 4, staff initiated the work to complete these activities during the summer of 2025. If all items can indeed be completed depends on factors such as if the siphon systems will be required to be operated in 2025, and any technical, procurement, and permitting requirements for the installation of a gauging station.

The regulatory framework for the Tetrahedron Provincial Park currently only supports these systems to be in place as an emergency measure to guarantee the water supply for use on the Chapman Water System. Consequently, currently only Provincial authorizations for a maximum of two years are issued to the SCRD.

DISCUSSION

While the SCRD is developing several water supply expansion and conservation initiatives, none of these initiatives are expected to sufficiently improve the drought resiliency of the Chapman Water System for at least another couple of years. Until such time, the ongoing use of the Emergency Siphon Systems at both Chapman Lake and Edwards Lake could be critical to secure the water supply to the users on the Chapman Water System.

Additionally, it has been confirmed that the siphon systems are critical in maintaining the current Environmental Flow Needs (EFN) requirements under the *Water Sustainability Act* for the lower sections of Chapman Creek during an extended drought period. The EFN reduction currently being explored would reduce but not negate the criticality of these siphon systems to meet these EFN requirements during an extended dry summer. Without the siphons there is a risk that the creek could run dry during extended drought. This would not only endanger local wildlife and fish populations but also lead to non-compliance with the *Water Sustainability Act* as the flow requirements for the creek would not be met.

Support from the shíshálh Nation is essential to obtain the required authorizations from the Province for the ongoing use of the siphon systems, both short-term (up to 2 years) and long-term.

There is currently no clarity about the most appropriate authorization process to allow for the long-term use of these siphons. Engagement with BC Parks, the Ministry of Water, Lands and Resource Stewardship, and the shíshálh Nation is required to confirm this process and any technical requirements.

OPTION 1 - Seek authorization for continued use of the siphon systems at Edwards Lake and Chapman Lake, both short-term and long-term

Under this option staff would submit the following in support of the use of the siphon systems in 2026 and 2027:

- A Rights and Title Application to the shíshálh Nation;
- An application for an extension on the term of the current amendment to the Parks Use Permit under the *Parks Act* to allow for the siphon systems to be in place; and,
- And an application for a new Use-Approval under the *Water Sustainability Act*.

If the required authorizations for the short-term use of the siphon systems have been obtained, staff would initiate conversations with BC Parks and the shíshálh Nation on the options and requirements to obtain a long-term authorization for the use of these siphons and report back to the Board when more clarity is obtained.

Staff Recommendation

Staff recommend this option. Should the Committee choose to go with Option 1, a recommendation has been proposed in the Overview section, on page one of this report.

OPTION 2 - Seek authorization for use of the siphon systems at Edwards Lake and Chapman Lake for only the short-term

Under this option staff would submit the following in support of the use of the siphon systems in 2026 and 2027:

- A Rights and Title Application to the shíshálh Nation; and,
- An application for an extension on the term of the current amendment to the Parks Use Permit under the *Parks Act* to allow for the siphon systems to be in place.

Staff Recommendation

Staff do not recommend this option. Should the Committee choose to go with Option 2, a recommendation could be considered, as follows:

THAT staff submit the required applications to the shíshálh Nation and the Province for a two-year extension or renewal of the authorizations required for continued use of the Emergency Siphons Systems at Chapman Lake and Edwards Lake until the fall of 2027.

OPTION 3 - Initiate the removal of both siphon systems in late summer 2025

As identified in the table presented above, the current authorizations for the siphon systems are expiring in the fall of 2025. There are existing Board approved budgets available for the removal of both systems this summer if so required. However, the staff capacity required is currently not considered in the Corporate Work Plan for 2025. If the Board proceeds with this option, staff will incorporate the implications of proceeding with the removal of the siphon systems in late summer 2025 as part of the Corporate Workplan Update scheduled for the May 22, 2025, Committee of the Whole meeting.

Staff Recommendation

Staff do not recommend this option. Should the Committee choose to go with Option 3, a recommendation could be considered, as follows:

THAT staff remove the siphon systems at Edwards Lake and Chapman Lake in 2025.

FINANCIAL IMPLICATIONS

The staff capacity and application fees associated with Option 1, Option 2, and Option 3 can be absorbed by the regular operating budget for the [370] Regional Water System. Budgets to implement Option 3 are already approved by the Board.

Based on the outcome of the discussions on the options of long-term authorizations for the siphon systems, the financial implications of implementing confirmed options will be presented to the Board.

STRATEGIC PLAN IMPLICATIONS

The ongoing use of the Emergency Siphon Systems at Edwards Lake and Chapman Lake can be seen as supporting the Strategic Focus Area of Water Stewardship in the Board's 2023 – 2027 Strategic Plan.

TIMELINE

If all the required authorizations for ongoing use of the siphon systems are not applied for or are not granted, the SCRD will need to start the preparations to remove both systems by August 1, 2025, in order to have them removed when operationally possible. Under these circumstances the SCRD would not be able to use the syphon systems in 2025.

Given this timeline, staff are recommending that any recommendations made by the Committee be forwarded to the May 8, 2025, Board meeting for adoption consideration.

Staff will report back to the Board on options and requirements for the long-term use of siphon systems once more clarity about these options is obtained. This is anticipated for Q2 2026 at the latest.

SUMMARY AND CONCLUSION

The current authorizations for the Emergency Siphon Systems at Edwards Lake and Chapman Lake do not allow for their use in 2025. Staff recommend seeking the required Provincial authorizations for the use of these systems during the summers of 2025, 2026, and 2027, and explore options for the long-term use of these systems to augment the water supply of the Chapman Water System and to meet the EFN requirements for Chapman Creek under the *Water Sustainability Act*.

Reviewed by:			
Manager		Finance	X - A. Taylor
GM		Legislative	
CAO	X – T. Perreault	Other	



Staff Report

Request for Decision

TO: Committee of the Whole – May 8, 2025
AUTHOR: Raphael Shay, Manager, Sustainable Development
SUBJECT: Coastal Flood Mapping Project Update

OVERVIEW

Purpose of Report:

The purpose of this report is to provide an update on the Coastal Flood Mapping project. This report requests Board decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

Recommendation(s):

1. **THAT this report be referred to the District of Sechelt, Islands Trust and Town of Gibsons for information;**
 2. **AND THAT this report be referred to Advisory Planning Commissions for information.**
-

BACKGROUND

The Coastal Flood Mapping Project will deliver coastal flooding and erosion vulnerability maps for the Sunshine Coast. It will create recommendations for how we can adapt to rising seas primarily in the area of land use planning.

This regional and intergovernmental project was directed by the [SCRD Board on September 22, 2022](#) (Res. 247/22 Rec. No. 6). The project is 100% funded through a grant from UBCM Disaster Risk Reduction – Climate Adaptation Grant Program.

SCRD staff lead the project with support from Town of Gibsons, District of Sechelt, and Islands Trust staff.

Although the project timeline and grant deadline has been extended due to delays related to confirming contract language, the project is on track with scope, budget and quality.

DISCUSSION AND ANALYSIS OF OPTIONS

Business Benefits for SCRD and Local Government Partners

This project will provide essential data to support informed decision-making and long-range planning. Outputs will aid in updating Official Community Plans (OCPs), zoning maps, and infrastructure planning.

The results will inform current OCP updates in Gibsons, Sechelt, and SCRD electoral areas. Accurate mapping enhances clarity and consistency for development planning. It also enables better assessment of flood risks to critical infrastructure such as water mains and roads. Project outputs will be shared with the Province and may benefit other jurisdictions.

A major strength of the project is its regional coordination. Because the SCRD, Islands Trust, Town of Gibsons, and District of Sechelt are collaborating, the maps will offer consistent information across boundaries. The shíshálh Nation completed its own coastal flood mapping in 2022. The ongoing shíshálh-BC Land Use Plan has already shared public data related to climate change and sea-level rise. This information complements the regional Coastal Flood Mapping project.

For private property owners, accurate maps offer greater clarity and predictability when planning development.

Mapping is a foundational step in climate adaptation planning. Local governments can use this data to identify existing properties and assets at risk and to guide risk assessments. It will also inform future adaptation projects. In general, proactive adaptation is more cost-effective than emergency response or asset failure/replacement.

OPTION 1 – Refer this report to the councils of project partners and Advisory Planning Commissions for information.

An information referral would support continued collaboration and help raise awareness of the project.

FINANCIAL IMPLICATIONS

This project is 100% grant funded.

STRATEGIC PLAN IMPLICATIONS

This project supports the Strategic Focus Area of Water Stewardship in the Board's 2023 – 2027 Strategic Plan. Specifically, to “continually improve the operations of all the Regional District’s aging water systems” by identifying assets that may be at greater risks from coastal flooding and needing adaptation plans.

TIMELINE

Final material is expected for Committee of the Whole in Q3 2025.

COMMUNICATIONS

There has been community outreach on this project and coastal flooding, including:

- Let’s Talk project page: <https://letstalk.scrd.ca/coastal-flooding>. This page includes a timeline, FAQs, reading materials, and a link to a community questionnaire. Results from this questionnaire will be shared with the community via Let’s Talk page in June.
- Table at Gibsons Public Market / BlueAct Marine Society’s Climate Faire and Roberts Creek’s Earth Day event.

A king tide photo contest led by news release and resulting in 75 submissions. King tides provide a window into what regular high tides are going to look like in 25 years. Photos can be seen at: <https://letstalk.scrd.ca/coastal-flooding/brainstormers/king-tide-photo-contest>

There will be further opportunities for the community to learn about coastal flooding. In-person pop-up displays at Trail Bay Mall and Sunnycrest Mall are planned for mid-May.

Staff will share information on the photo contest, coastal flooding, and seek to better understand questions community members have about coastal flooding.

Detailed maps describing several scenarios will be prepared as part of final project deliverables.

Once the project is completed and the Board has received final maps, additional communications will be undertaken to ensure public awareness of available resources.

SUMMARY AND CONCLUSION

The Coastal Flood Mapping project will create coastal flooding and erosion vulnerability maps for the Sunshine Coast. It will create recommendations for how we can adapt to rising seas primarily in the area of land use planning.

There will be opportunities for the community to discuss coastal flooding in May at pop-ups.

Referring this report to project partners and Advisory Planning Commissions for information is recommended.

Final material is expected for Committee of the Whole in Q3 2025.

Reviewed by:			
Manager		Finance	
GM	X - I. Hall	Legislative	
CAO	X - T. Perreault	Communications	
		Risk	X - V. Cropp



Staff Report For Information

TO: Committee of the Whole – May 8, 2025

AUTHOR: Tina Perreault, Chief Administrative Officer
Ian Hall, GM, Planning & Development
Sherry Reid, Corporate Officer

SUBJECT: **Town of Gibsons Boundary Adjustment Proposals**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Board with more information regarding Town of Gibsons boundary extension applications.

BACKGROUND

In 2023, the Town of Gibsons received requests from several property owners seeking inclusion of their properties within the Town's municipal limits. In response, the Town initiated a study to evaluate the feasibility of incorporating five parcels currently located in Electoral Area E of the Sunshine Coast Regional District (SCRD).

In June 2024, the Town referred the preliminary findings of that study to the SCR D for information and comment. The referral included technical assessments prepared by Urban Systems, which examined land use compatibility, servicing capacity, infrastructure requirements, and broader planning considerations.

The parcels under review are:

1. PID: 026-380-846 – Gower Point Rd at Quinn Pl
2. PID: 007-748-281 – Hough Rd
3. PID: 011-317-663 – Hough Rd
4. PID: 006-810-756 – 611 Pratt Rd
5. PID: 007-231-750 – 629 Pratt Rd

These parcels are a mix of rural and residential lots situated adjacent to existing Town boundaries. Each is fee-simple (i.e., not Crown or ALR land), and all applications were initiated voluntarily by the property owners.

The proposal is advancing through the Province's six-step municipal boundary adjustment process. The Ministry of Municipal Affairs has reviewed the application and provided conditional approval for the Town to proceed to the next phase. Although SCR D Board endorsement is not

required under the *Local Government Act*, the Province encourages intergovernmental engagement to support service coordination and local awareness. Further information about the boundary extension application is available via the Town of Gibsons' [Boundary Extension Public Information Package](#).

On November 28, 2024, the SCRD Board adopted the following resolution:

330/24 Boundary Extension Application

THAT staff provide a report on a recent boundary extension application to include Area E properties in the Town of Gibsons, including details of the feedback provided to the Town of Gibsons by SCRD staff.

The purpose of this report is to provide an overview of the Town of Gibsons' 2024 expansion proposal, including background context, the nature of the referral to the SCRD, intergovernmental engagement to date, and the current status of the provincial review process.

DISCUSSION

Municipal boundary extension proposals must address a broad set of planning, servicing, infrastructure, and governance considerations. The five parcels under review are currently located in Electoral Area E of the Sunshine Coast Regional District and lie outside the Town of Gibsons' existing municipal boundary and urban containment boundary, as defined by its Official Community Plan (OCP).

As the proposal advances through the provincial review process, several planning and governance factors warrant continued attention:

- Alignment with municipal land use and zoning policies
- Feasibility of servicing infrastructure and identification of servicing authorities
- Transportation access, connectivity, and road safety considerations
- Transition planning for existing service delivery (e.g., solid waste, roads, fire protection)
- Financial impacts, including cost responsibilities and administrative requirements
- Intergovernmental coordination, public communication, and transparency of process

Although the proposed boundary extension involves a small number of parcels, it presents important considerations related to governance, service delivery, and jurisdictional coordination, and will require a collaborative approach among local and provincial partners.

ORGANIZATIONAL AND INTERGOVERNMENTAL IMPLICATIONS

As part of early-stage engagement, SCRD and Town of Gibsons staff convened a virtual meeting in July 2024 to review the initial findings of the Town's boundary expansion study. That discussion, followed by written correspondence in April 2025, identified several topics requiring further clarification and coordination:

Servicing and Infrastructure

The study identified the need for detailed engineering review to confirm servicing feasibility, particularly given the parcels' topography and context. It is anticipated that future development would trigger municipal servicing requirements, including water and sewer infrastructure, to be funded and delivered by developers in accordance with municipal standards.

Arrangements for other essential services such as solid waste collection, snow removal, and road maintenance have not been finalized. However, the general expectation expressed through consultation is that the Town would assume responsibility for these services upon successful boundary inclusion.

Transportation and Road Access

Access and connectivity are key considerations for boundary adjustments. The potential need for improvements at the Highway 101 and Pratt Road intersection has been recognized by both local and provincial partners. The Town has identified this intersection as a priority and has discussed enhancement options with the Ministry of Transportation and Infrastructure (MOTI).

Jurisdiction over this segment of road remains under review, with shared responsibility, similar to other boundary-adjacent corridors such as Reed Road, being one potential outcome. In the case of Hough Road, MOTI has proposed that the Town assume full jurisdiction if the parcels on that alignment are incorporated, which aligns with existing Town jurisdiction over a portion of the corridor.

Future development of any of the subject properties would be subject to municipal frontage improvement standards, including sidewalks, bike lanes, road widening, and streetscape elements, as outlined in Town of Gibsons Bylaw 1175.

Financial and Administrative Responsibilities

Clarifying financial expectations has been a central element of early discussions. While a detailed financial model was not available at the time of the referral, the consultant's reports address general fiscal implications of boundary expansion.

The Town has confirmed that property owners will bear the costs associated with development-related requirements, including rezoning, servicing infrastructure, and frontage works. The Town will assume administrative responsibilities such as public notification, bylaw amendments, and elector approval processes. Where possible, the subject parcels may be incorporated into the Town's upcoming Official Community Plan and zoning bylaw updates, minimizing duplication of process.

FINANCIAL IMPLICATIONS

No immediate financial impact to the SCRD is anticipated from the proposal as currently scoped. Future financial implications may arise during implementation (e.g., bylaw amendments, legal review, service boundary updates) and will be assessed as the process advances.

LEGISLATIVE IMPLICATIONS

Under the *Local Government Act*, municipal boundary extensions are subject to provincial review and elector approval. While SCRD Board endorsement is not required, the Ministry has encouraged confirmation that the Board has been informed. This report is intended to meet that request and to support intergovernmental transparency.

Boundary Adjustment Process

The process for municipal boundary adjustment is a six-step structured process that is led by the municipality and involves significant engagement with affected parties, elector approval, and provincial oversight. The steps to the process are as follows:

1. **Proposal Development and Referrals:** The process begins with a council resolution confirming the municipality is willing to consider the boundary extension proposal. The municipality then develops a detailed proposal that is referred to property owners, the regional district, improvement districts, the Agricultural Land Commission (ALC) if the area includes land in the Agricultural Land Reserve (ALR), the Integrated Land Management Bureau (ILMB) if Crown land is included, and First Nations whose traditional territory is affected.
2. **Proposal Submission:** The municipal boundary extension proposal is submitted to the Ministry and should include a council resolution, a rationale, maps, a list of parcels, feedback from owners and interested parties, and results of referrals to various parties.
3. **Ministry Review:** The Ministry acknowledges receipt of the proposal and reviews the submission, providing feedback to the municipality. The Ministry may refer the proposal to the Ministry of Transportation and Transit for review and will discuss the report with the municipality.
4. **Elector Approval:** Municipal elector approval (from the Town of Gibsons' electors) of proposed boundary extensions is required by the *Local Government Act* and may be obtained through an assent vote or an Alternative Approval Process (AAP).
5. **Provincial Approval:** If elector approval is obtained, the municipality informs the Ministry and the Ministry prepares Letters Patent implementing the boundary change, which are approved by the Lieutenant Governor in Council (Cabinet).
6. **Implementation:** If the boundary extension proposal is approved by Cabinet, the Ministry notifies the relevant parties. The municipality and regional district are responsible for implementing the transfer and coordination of services within the boundary extension area.

STRATEGIC PLAN IMPLICATIONS

N/A

TIMELINE

The boundary extension application is being led by the Town of Gibsons under the Province’s established process. Key milestones to date include receipt of property owner requests in 2023, completion of the Town’s boundary study in early 2024, and referral to the SCRD in June 2024. A staff-level meeting was held in July 2024 to review preliminary findings, and in April 2025 the Town initiated the elector approval phase through an Alternative Approval Process (AAP). The AAP response period is scheduled to close in June 2025, after which the Town may seek final approval from the Province. All timeline decisions remain under the jurisdiction of the Town and the Ministry of Municipal Affairs.

COMMUNICATIONS

The Town of Gibsons is leading communications related to the boundary extension process, including public notification required under the Alternative Approval Process (AAP). The SCRD has provided feedback during early engagement and may consider future communication efforts should regional service impacts, resident inquiries, or implementation matters arise. Ongoing intergovernmental dialogue will support alignment of messaging if the boundary change proceeds.

SUMMARY AND CONCLUSION

The Town of Gibsons has advanced a boundary extension proposal involving five parcels in Electoral Area E, supported by technical studies and intergovernmental engagement. The application has been referred to the SCRD, and preliminary discussions between staff have helped identify key considerations related to servicing, transportation, governance, and cost responsibilities. The proposal continues to move through the provincial review process, with conditional approval granted to proceed to the next phase. While SCRD Board approval is not required, this report ensures the Board is informed of the application, as encouraged by the Ministry of Municipal Affairs, and outlines potential implications should the boundary change be approved.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO		Other	



Staff Report For Information

TO: Committee of the Whole – May 8, 2025
AUTHOR: Valerie Cropp, Manager Purchasing and Risk Management
SUBJECT: American Tariff Considerations

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Board with information on SCRD procurement process and the impact of prioritizing Canadian-made goods and services during the trade disputes.

This report is for information. No staff recommendation accompanies this report and the Committee of Whole action is not required.

BACKGROUND

In early February 2025, a trade dispute emerged between the United States and Canada when the U.S. imposed a 25% tariff (10% on energy resources) on Canadian imports. In response, Canada announced a matching 25% counter-tariff. Both countries agreed on February 2 to pause these tariffs for 30 days.

At the March 13, 2025 Regular Board meeting, the following motion was passed:

082/25

WHEREAS the President of the United States has threatened to impose unilateral 25% tariffs on Canadian exports to the US, and further punitive tariffs in the event of any Canadian retaliation, and;

WHEREAS these tariffs are anticipated to destabilize the North American trading block and Canadian economy, including the Sunshine Coast economy, and;

WHEREAS the Prime Minister of Canada has announced that the federal government's response to any US tariffs are phased and targeted retaliatory tariffs, and a consumer call to action urging Canadians to "choose Canada";

WHEREAS provincial, territorial, municipal, regional, and First Nations governments from coast to coast should be united in a collective 'Team Canada' approach to respond to US economic threats and aggression, and;

WHEREAS the Federation of Canadian Municipalities has stated that 'Municipalities are central in Team Canada's response to today's economic challenges and the impact that a trade war with the U.S. would have on our communities'.

THEREFORE, BE IT RESOLVED:

THAT the Board affirms and signals the Sunshine Coast Regional District's support of the 'Team Canada' approach, which seeks to align local, provincial, and national priorities to counter foreign policies designed to harm the Canadian economy;

AND THAT the Board directs staff to conduct a high-level environmental scan that identifies potential impacts of tariffs on the organization, and report back as soon as possible with their findings and with immediate and long-term strategies that would support the Team Canada approach;

AND THAT the Board Chair and Vice-Chair be authorized to reach out to the District of Sechelt, the Town of Gibsons, the shishalh Nation Government District, SD46, Sunshine Coast Tourism, Sechelt Downtown Business Association and Sunshine Coast Chamber of Commerce, the MLA, and the MP to set up a meeting to explore opportunities for collaboration, including initiating and promoting a new targeted Buy Local / Buy Canadian campaign in response to tariffs;

AND FURTHER THAT the Board Chair and Vice-Chair report back to the Board on the discussions resulting from this meeting.

This report is intended to inform the Board about the SCRD's procurement process and the implications of prioritizing Canadian-made goods and services during ongoing trade disputes.

DISCUSSION

Procurement is the process by which the SCRD identifies, sources, acquires, and manages the goods, works, and services needed to achieve its goals. While private businesses have flexibility in procurement, local governments must follow a more complex legal framework due to their use of public funds. This requires a higher level of accountability, guided by principles of fairness, openness, and transparency to ensure responsible spending.

Legal Framework and Trade Agreements:

Canada, and British Columbia governments have entered into domestic and international trade agreements treaties that govern public procurement. These agreements involve multiple levels of government and trade partners and require Local Government to comply with the interprovincial and international rules.

Under agreements Local Government procurement must adhere to principles of non-discrimination, equal treatment, transparency, and accountability. These principles are crucial for ensuring fair competition and compliance with international trade rules, particularly under

the Canadian Free Trade Agreement (CFTA), New West Partnership Agreement (NWPTA), and Comprehensive Economic and Trade Agreement (CETA).

Key Considerations for Local Government Procurement:

- Trade Agreement Compliance: Local Government must follow national and international agreements, avoiding preferential treatment for local suppliers beyond set thresholds.
- Procurement Transparency: Recent government audits across Canada, like highlighted issues such as biased specifications and anti-competitive bidding.
- Legal and Financial Risks: Non-compliance with trade agreements can lead to costly legal and financial consequences, as seen in Montreal and Toronto's audit findings.
- Local Preference Policies: Local Government must ensure local preference policies align with trade agreements to avoid breaching competition laws.
- Fair and Competitive Procurement: Transparent and competitive procurement is vital for taxpayer value and avoiding inflated costs.

The current procurement policy states that the SCRD is committed to ensure the best overall value for public money expended on goods, services and construction. The SCRD approaches procurement by considering the total life-cycle cost and selecting suppliers through a transparent, non-discriminatory process that complies with Canada's competitive bidding laws and trade agreements.

The procurement policy also supports ongoing efforts to purchase goods and services locally, where possible, for procurements under \$75,000, the limit set by the most restrictive trade agreements. This approach helps ensure local companies and suppliers receive support during this critical time.

Product Rules of Origin:

An excerpt from the World Trade Organization:

Determining where a product comes from is not easy when raw materials and parts crisscross the globe to be used as inputs in scattered manufacturing plants. Rules of origin are therefore needed to attribute one country of origin to each product. They are the criteria used to define where a product was made and are important for implementing other trade policy measures, including trade preferences.

As a result of Free Trade Agreements, North America has a highly integrated supply chain and economy that often sees involvement from multiple companies (Canadian, US, Mexican and multinational) as raw materials and parts are made into final products before they reach the end customer.

SCRD Context:

Currently, The SCRD has little to no visibility on the "Country of Origin" for goods when we buy from a Canadian supplier.

Procures goods and services:

1. by importing goods from the US (very rare - less than \$18,505 in 2024 through our Customs Broker)
2. by staff using Corporate Purchasing Credit Cards for goods and services (\$44,425 Canadian that was paid in US funds in 2024, this includes software licences and specialty items)
3. from Canadian suppliers (99.2% of 2024 payments processed through Purchase Orders were to suppliers with a Canadian Address) who may be:
 - a) consultants, services providers or manufacturers of goods
 - b) distributors of Canadian and multinational goods
 - c) dealers of Canadian and multinational goods
 - d) subsidiaries of U.S. or multinational parent companies, and
 - e) resellers of Canadian and multinational goods.

Environmental Scan of Potential Impacts on the Organization:

Several departments and projects within the organization are particularly vulnerable to cost increases and sourcing challenges resulting from changing tariff policies.

- Water infrastructure initiatives may face significant impacts due to their reliance on imported materials such as steel piping, valves, and treatment equipment, which are subject to tariffs.
- Similarly, the Information Technology department is exposed to fluctuations in the cost and availability of imported hardware and software, which could disrupt ongoing system upgrades or cybersecurity efforts.
- Fleet services also face risk, especially in areas dependent on foreign-manufactured vehicles or parts, including those used in electric or hybrid fleets.
- In addition, facilities and capital improvement projects may experience rising costs due to tariffs on construction materials like lumber, glass, and HVAC components.

Immediate and Long-term Strategies:

To address the short-term impacts of current or anticipated tariffs, staff focus on mitigating risks through responsive procurement and budgeting measures. This includes reviewing supplier contracts to lock in pricing where possible, accelerating purchases of high-risk materials before additional tariffs take effect, and identifying alternative domestic or tariff-exempt suppliers.

In the long term, the focus should shift to building supply chain resilience through supplier diversification, local sourcing where we can, and integration of tariff risk into financial and project planning. Designing flexible procurement processes will help the organization adapt to evolving trade policies and reduce future exposure.

Collaboration Planning:

Cross-department coordination is essential to prioritize projects most at risk and to reallocate budgets accordingly. Increasing inventory levels of critical components and materials may

also provide a buffer against immediate supply chain disruptions.

Externally, working closely with suppliers, forming agreements with domestic vendors where we can, and participating in industry groups, local government buy groups can help identify sourcing alternatives, share information, and enhance advocacy efforts. Strong collaboration will be key to navigating ongoing trade uncertainties.

FINANCIAL IMPLICATIONS

Tariffs are inherently inflationary, as they raise the cost of components, which in turn increases the overall cost of products. Due to the highly interconnected North American supply chain, most goods rely on materials or parts from neighboring countries. As a result, these tariffs are likely to drive up the cost of many items used for both capital and maintenance purposes, with price increases potentially reflecting the full percentage of the tariffs imposed.

STRATEGIC PLAN IMPLICATIONS

N/A

SUMMARY AND CONCLUSION

Local governments must align their procurement practices with trade agreements to minimize legal risks and ensure fair competition. The Federation of Canadian Municipalities (FCM) has recommended delaying the adoption of updated procurement practices.

In the meantime, this report supports continued efforts to purchase goods and services locally, where possible, for procurements under \$75,000, the threshold set by the most restrictive trade agreements. This approach helps ensure local businesses receive support during this critical time.

Staff will continue to monitor the impact of tariffs, evaluate both current and future projects, and adjust spending within budget constraints to mitigate tariff-related cost increases.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – T. Perreault	Other	



SUNSHINE COAST REGIONAL ACCESSIBILITY ADVISORY COMMITTEE MEETING

FEBRUARY 24, 2025

MEETING HELD IN THE DISTRICT OF SECHELT COMMUNITY MEETING ROOM AT 5797 COWRIE STREET, SECHELT, B.C. AND VIA ZOOM

PRESENT:

(Voting Members)

W. Conway
E. Eaton
L. Forrest
R. Kiewitz
A. Lattanzi
B. Straw
S. Tompkins
M. Verhoeven, Student Representative

ALSO PRESENT:

(Non-Voting)

Councillor, TOG
Councillor, DOS
SCRD Director, Electoral Area B
SCRD Director, (Alternate)

D. Croal
D. Inkster
J. Gabias
D. McMahon

REGRETS:

Member
Member

D. Dutto
A. Gursche

STAFF

Corporate Officer, DOS
Staff, SCR D
Staff, TOG

K. Poulsen (Recording Secretary)
R. Porte
K. Thomas

CALL TO ORDER

The Chair called the meeting to order at 2:05 pm.

INTRODUCTIONS

Committee members participated in a round table of introductions.

AGENDA

Recommendation No. 1

Moved/Seconded

That the agenda be amended to add an update on hearing accessibility from Committee Member A. Lattanzi; and

That the February 24, 2025, agenda of the Sunshine Coast Regional Accessibility Advisory Committee be adopted as amended.

CARRIED

NEW BUSINESS

ACCESSIBILITY PLAN CONSULTANT

The Chair introduced the consultant selected to assist the Committee with the development of the Regional Accessibility Plan, *Untapped Accessibility*, and invited Managing Director Trish Kelly to provide a presentation on their experience and approach to Plans that meet Part 3 of the Accessible BC Act.

The Committee discussed next steps for the development of the Regional Accessibility Plan, including:

- Timing for a co-design workshop, in which the consultant will meet with committee members to identify their vision, specific goals and intended audience for the Plan;
- Following the workshop the consultant will produce a draft that will be reviewed by the Committee and staff before it is presented to local governments for consideration of endorsement.

In a general discussion of the development of the Regional Accessibility Plan, members of the Committee noted the importance of finding a balance between action, accountability and vision that is inclusive of all levels of ability for the Sunshine Coast.

Staff confirmed that proposed meeting dates will be circulated by email.

Working groups were briefly discussed by the Committee as a part of the Accessibility Plan Consultant discussion.

HEARING ACCESSIBILITY UPDATE

Committee Member A. Lattanzi provided an update of her findings for hearing accessibility, including the transition from hearing loops, which had been widely used for cochlear implants and hearing aids to new technologies that are now available. She noted that the new video platform for public meetings on the Sunshine Coast Regional District website does not include closed captioning, whereas their previous system automatically included this.

RECOMMENDATION ON HANDY DART SERVICE

The Chair informed the Committee that he had observed a gap in scheduling Handy Dart service at the Langdale Ferry Terminal that, in his opinion, constituted a safety concern. The Chair explained that currently it is possible to schedule the Handy Dart to drop off a rider at the Langdale Ferry Terminal, but that there was no option to schedule a pick up from the terminal at a specific time. This leaves Handy Dart riders with limited options for travel.

He noted that in other jurisdictions, such as Horseshoe Bay, it is possible to schedule a drop off or a pick up from a ferry, and that Handy Dart coordinates with BC Ferries in the event that the ferry is delayed.

Recommendation No. 2

Moved/Seconded

- WHEREAS everyone should have access to public transportation; and
- WHEREAS there is currently no option to schedule Sunshine Coast Handy Dart service pick up times to coordinate with BC Ferry schedules at Langdale Terminal; and
- WHEREAS other jurisdictions such as Horseshoe Bay do offer Handy Dart service coordinated with ferry schedules within regular operating hours, and
- WHEREAS continuous transportation to and from the Sunshine Coast helps to facilitate the safety of the residents and community members on the Sunshine Coast, as well as visitors;

NOW THEREFORE:
The Sunshine Coast Regional Accessibility Advisory Committee recommends that the Town of Gibsons, Sunshine Coast Regional District and District of Sechelt advocate to BC Transit in support of coordinating Sunshine Coast Handy Dart drop off and pick up times with BC Ferry schedules within regular operating hours.

ADJOURNMENT

Recommendation No. 3

Moved/Seconded

That the February 24, 2025 Sunshine Coast Regional Accessibility Advisory Committee Meeting be adjourned at 3:32 pm.

CARRIED

Certified Correct:

William Conway, Chair

Kerianne Poulsen, Corporate Officer