



**SUNSHINE COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING  
AGENDA**

Thursday, June 26, 2025, 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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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. AGENDA</b>	
<b>3. MINUTES</b>	
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<b>4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS</b>	
<b>5. PRESENTATIONS AND DELEGATIONS</b>	
5.1 Stephanie Woods, Kelly Chapman, and Dionne Bunsha, Coastal Douglas Fir Conservation Partnership and University of British Columbia Botanical Gardens <i>Regarding "Action for Adaption: Biodiversity Atlas and Policy Toolkit"</i> <i>Appearing via Zoom</i>	15
5.2 Bill Henwood, committee member, and Darlene Tymo, committee chair, Halfmoon Bay Community Development Forum <i>Regarding: "Official Community Plan (OCP) Renewal Project and Protecting Sensitive Ecosystems While Addressing Housing Needs"</i>	
<b>6. REPORTS</b>	
6.1 Committee of the Whole meeting recommendation Nos. 1 - 5 of June 12, 2025 <i>Recommendation No. 6 previously adopted</i>	28
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6.4 Request for Proposal 2561308 GACC Arena Flooring Replacement - Contract Award <i>For Decision</i> Manager, Facility Services <b>Voting: All Directors - weighted vote (A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, sNGD-1)</b>	38
<b>7. COMMUNICATIONS</b>	
<b>8. MOTIONS</b>	
<b>9. BYLAWS</b>	

**10. DIRECTORS' REPORTS**

**11. NEW BUSINESS**

**12. IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e), (g), (i) and (j) and 2 (b) of the Community Charter – "the acquisition, disposition or expropriation of land or improvements [...]"; "litigation or potential litigation affecting the municipality"; "the receipt of advice that is subject to solicitor-client privilege"; "information that is prohibited [...] from disclosure [...]"; "the consideration of information received and held in confidence relating to negotiations [...]".

**13. RELEASE OF ITEMS FROM IN CAMERA**

**14. ADJOURNMENT**



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

**June 12, 2025**  
**IN THE BOARDROOM OF THE SUNSHINE COAST**  
**REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHelt, B.C.**

**PRESENT:** Chair: A. Toth, District of Sechelt  
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  
D. Inkster, District of Sechelt  
S. White, Town of Gibsons  
P. Paul, shíshálh Nation Government District

**ALSO PRESENT:** T. Perreault, Chief Administrative Officer  
S. Reid, Corporate Officer  
S. Gagnon, GM Community Services  
I. Hall, GM Planning and Development  
V. Cropp, Manager, Purchasing and Risk Management  
B. Viitanen, Business Systems Coordinator  
K. Wiebe, Deputy Corporate Officer

**OTHERS:** Media: 0  
Public: 0

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**CALL TO ORDER**

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

*The Chair provided an update regarding new meeting software and boardroom modifications.*

**AGENDA**

**152/25** It was moved and seconded

THAT the revised agenda for the meeting be adopted as amended by striking the following item:

- Item no. 10: Directors' Reports

**CARRIED**

**MINUTES****Regular Board Meeting minutes of May 22, 2025**

**153/25** It was moved and seconded

THAT the Regular Board meeting minutes of May 22, 2025 be adopted as presented.

**CARRIED**

**REPORTS****Committee of the Whole meeting recommendation Nos. 1 - 9 of May 22, 2025**

**154/25** It was moved and seconded

THAT Committee of the Whole meeting recommendation Nos. 1 - 9 of May 22, 2025 be received, adopted, and acted upon as follows:

**Recommendation No. 1** *Pender Harbour Health Centre Presentation*

THAT Item 3.1.1 Presentation - Long Range Capital Plan for Pender Harbour Health Centre and Item 3.1.2 Staff Report - Pender Harbour Health Centre Budget Request for Budget 2026 be received for information.

**Recommendation No. 2** *Reports and Presentations for Information*

THAT the following reports be received for information:

- Item 4.5 - Infrastructure Services Department - 2025 Q1 Report
- Item 4.6 - Community Services Department - 2025 Q1 Report
- Item 4.7 - Planning and Development Department - 2025 Q1 Report
- Item 4.8 - Emergency and Protective Services Department - 2025 Q1 Report;

AND THAT the following presentations be received for information:

- Item 4.1 - Sechelt / shíshálh Hospital Wellfield Development Next Steps
- Item 4.3 – Volumetric Billing Project – Rate Structure and Fees Update.

**Recommendation No. 3** *Sechelt / shíshálh Hospital Wellfield Development Next Steps*

THAT a new Sechelt | shíshálh Hospital Wellfield Feasibility Project be initiated to advance site-specific analysis, monitoring, preliminary design, engagement, and related feasibility activities necessary to assess the potential development of a wellfield at this location;

AND THAT \$864,550, including 0.22 FTE for 2025, be reallocated from the Growing Communities Fund (previously allocated to the Gray Creek Intake and Treatment Design Engineering Project) to support this feasibility work;

AND FURTHER THAT the 2025–2029 Financial Plan Bylaw be amended accordingly.

**Recommendation No. 4** *Sechelt / shíshálh Hospital Wellfield Development Next Steps*

THAT staff prepare a Budget Proposal as part of the 2026 Budget Process to request additional funding for remaining feasibility activities, including drilling and testing of new production wells for the Sechelt | shíshálh Hospital Wellfield.

**Recommendation No. 5** *Universal Water Metering Phase 3 - Budget Amendment Request*

THAT the Universal Water Metering Phase 3 Project budget be increased by \$2,608,250 to \$12,000,000, funded \$6,000,000 from Canada Community-Building Fund Strategic Priorities Fund Grant, and \$6,000,000 from long-term debt;

AND THAT Contract No. 2237022 with Neptune Technology Group Canada Co. be increased by up to a maximum value of \$10,800,000 (excluding GST);

AND THAT the delegated authorities be authorized to execute the amended contract with Neptune Technology Group Canada Co.;

AND FURTHER THAT the 2025-2029 Financial Plan be updated accordingly.

**Recommendation No. 6** *Universal Water Metering Phase 3 - Budget Amendment Request*

THAT staff report to a future Committee of the Whole summarizing the water savings achieved through the universal water meter installations and monitoring in the Regional Water Service and the Pender Harbour Water Services.

**Recommendation No. 7** *Volumetric Billing Project Update*

THAT a volumetric billing rate structure for mock billing in 2025 and actual billing in 2026 for the North Pender Harbour Water Service and South Pender Harbour Water Service be established based on the following criteria:

- (a) Separate customer classes for Residential, Non-Residential, and Commercial farms based on BC Assessment property classifications;
- (b) Base charge categories based on meter sizes of  $\frac{3}{4}$ " or smaller, 1", and 1.5" - 2";
- (c) A quarterly base consumption allowance of 46m<sup>3</sup> per connection;

AND THAT draft Bylaw schedules incorporating the rate structure be brought forward for review prior to the annual rate setting process for actual billing in 2026;

AND THAT the quarterly base charges for mock billing in 2025 be established as \$212.50 for connections with meters that are  $\frac{3}{4}$ " or smaller, \$275 for connections with 1" meters, and \$440 for connections with meters that are 1.5" – 2";

AND THAT the volumetric rate for mock billing in 2025 be set at \$4.00/m<sup>3</sup> for consumption exceeding 46m<sup>3</sup> per quarter;

AND FURTHER THAT development of an inclining block rate structure be deferred until 2027.

**Recommendation No. 8** *Corporate Workplan Update*

THAT the following projects (outlined in Annexes A-F) be actioned as follows:

23	Review of SCRD Subdivision Servicing Bylaw No. 320	Delay until 2026
29	North and South Pender Harbour Water Services - Piping System Connection Feasibility Study and Design	Started, not to be completed until 2026
32	Reed Road Pump Station Zone 4 Improvements	Delay until 2026
34	shíshálh Nation Government District - Zone Metering	Abandon - funds to remain in reserves
38	Water Supply Analyses South Pender	Delay until 2026
106	Feasibility (Area F) - Hopkins Landing Waterworks District Feasibility Study	-Recommended to continue with the development of an emergency water supply agreement -Delay the feasibility component of this project to 2026.
123	Halfmoon Bay Community Hall - design and construction – Community Service project support hours	Continue to progress this project
124 / 125 / 126	Roof Replacements (SAC, GACC)	Continue to progress this project
127	Public Transit - Transit Vehicle Replacement	Continue to progress this project
128	Vinebrook Bridge Replacement - Design	Continue to progress this project
130	Regional Water Service - Generator(s) Purchase for Various Sites	Continue to progress this project
131	Jolly Roger Wastewater Treatment Plant - Feasibility and Planning Study	Continue to progress this project
132	Secret Cove Wastewater Treatment Plant - Feasibility and Planning Study	Continue to progress this project

133	Lee Bay Wastewater Treatment Plant - Collection System Repairs	Delay until 2026
134	Square Bay Wastewater Treatment Plant - Square Bay System - Upgrade Planning	Continue to progress this project
135	Keats Landing Dock Renovations	Continue to progress this project
136	Gibsons and District Fire Protection Service's Rescue Apparatus Replacement Project	To be considered at next Corporate Workplan report
137	Next Generation 9-1-1 Implementation	To be considered at next Corporate Workplan report
138	Gibsons and Area Community Centre Condenser, Heat Exchanger, and Pump Replacement	Continue to progress this project
139	New Brighton Feasibility Study	Continue to progress this project
140	Development Approvals Process Review - Implementation of Recommendations	Continue to progress this project
141	Regional Land Evaluation - Housing Potential	Continue to progress this project
142	Sunshine Coast Sports Fields Strategy	Continue to progress this project
143	Planning Procedures Manual Development (grant- funded project to implement Development Approvals Process Review (DAPR))	Continue to progress this project
144	Keats Island Trail Erosion Mitigation (Rosemary Lane)	Continue to progress this project
145	Corporate Policy and Bylaw Review	Leave below the red line and continue
146	Lower Road Retaining Wall replacement	Continue to progress this project

147	Community Evacuation Plan Template and workshops – funded over 3 years	To be considered at next Corporate Workplan report
148	Budget Software	Remain below the red line and staff will look to leverage other resources to progress
149	Field Road and Mason Road Yards Infrastructure Upgrades (Phase 1) - Supporting Phase 2 of Electric Vehicle Project	Continue to progress this project as the vehicles need to be replaced.
150	Field Road Compound Extension and Upgrades for Additional Electric Vehicles (Part of EV Phase 2)	Continue to progress this project as the vehicles need to be replaced.
151	Sechelt Aquatic Centre - Pumps for Water Features (Slide, Lazy River, Play Feature)	Continue to progress this project
152	Lower Crown and Second reservoir; advanced feasibility and development (DMAF application)	Continue to progress this project
153	Preliminary Service Review – Utility Services	Continue to progress this project
154	911 Radio Upgrade – Final Phase	To be considered at next Corporate Workplan report
155	Gibsons and District Fire Protection – HVAC Heat Pump	To be considered at next Corporate Workplan report
156	Integrate a climate risk framework into core decision-making processes (project scoping documents, staff reports, and budget proposals)	Continue to progress this project
157	Hillside Headlease Wrap-up Project	Continue to progress this project
158	Framework for Land Use Planning for Environmentally Sensitive Areas	Continue to progress this project on amended timeline



159	Langdale Wastewater Treatment System Upgrade Project	Continue to progress this project
161	Regional Housing Coordinator	Continue to progress this project
162	Regional Housing Policy and Technical Support	Delay until 2026; consider streamlined approach / updated scope.
167	Parks Service Review	Continue to progress this project
170	Transit Expansion Priorities 2025+	Continue to progress this project
171	Reed Road Building Repair	Abandon - funds to remain in Reserves
177	Pressure Reducing Valves for Advanced Optimization Use Church Road Wellfield	Continue to progress this project
178	Improved Data Backup and Restoration Capabilities	Procurement has been initiated
179	Covered Salt Storage at Mason Yards (Snow and Ice Control)	Continue to progress this project
181	Vehicle Replacement (2)	On hold due to no EV charging infrastructure
182	Lee Bay Wastewater Treatment Plant Electrical Upgrades	Continue to progress this project
183	Secret Cove/Jolly Roger Outfall Maintenance Phase 2	Continue to progress this project
185	Fire Service Bylaw Review	To be considered at next Corporate Workplan report
190	Regional Sustainability Services - Community Climate Plan Development	Project complete
191	Advisory Planning Commission (APC) model review	Project complete
192	SCRD Building and Plumbing Bylaw Renewal	Continue to progress this project
193	Groundwater Investigation Round 2 Phase 3 - Langdale well Field and Marianne West	Continue to progress this project

196	Hopkins Landing Port Major Replacements	Continue to progress this project
197	Development and Implementation of Chapman Creek Environmental Monitoring Plan	-Continue to progress the planning phase of this project -Delay implementation phase to 2026 and 2027
198	Battery Electric Bus Pilot - Planning	Continue to progress this project
200	Hillside Development Project - Culvert Repair Design Development	Delay until 2026
202	Support for Junior Hockey Initiative including Gibsons and Area Community Center (GACC) Enhancement Project Leadership	Delay until 2026
204	Cedar Grove childcare space planning	Delay until 2026

AND THAT outstanding directives related to policy be brought forward to the next Board Policy Review Committee meeting to be affirmed or abandoned;

AND FURTHER THAT outstanding directives related to Bylaws be reviewed for inclusion in the Corporate Policy and Bylaw Review project.

**Recommendation No. 9** *Corporate Workplan Update*

THAT the remaining outstanding directives be referred to a future Committee of the Whole for review and prioritization.

**CARRIED**

**Committee of the Whole meeting recommendation No. 6 of June 12, 2025**

**155/25** It was moved and seconded

THAT Committee of the Whole meeting recommendation No. 6 of June 12, 2025 be received, adopted, and acted upon as follows:

THAT the Chaster Well Improvements Project budget be increased by \$244,000, for a total project budget of \$701,500, funded through Regional Water Service Capital Reserves;

AND THAT the Request for Proposal 2537007 contract award for the Well Redevelopment of the Chaster Well Improvements Phase 2 be awarded to ZN Projects Ltd. in the amount up to \$539,100 (excluding GST);

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

AND FURTHER THAT the 2025-2029 Financial Plan be amended accordingly.

**CARRIED**

**Request for Proposal 2511602-1 SCRD Facilities Landscaping Services - Contract Award**

**156/25** It was moved and seconded

THAT a contract be awarded to Human Nature Landscapes Ltd. for up to a five-year term for an amount of up to \$591,000 (excluding GST) in response to RFP 2511602-1 SCRD Facilities Landscaping Services – Contract Award Services;

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

**CARRIED**

**2024 Corporate Annual Report**

**157/25** It was moved and seconded

THAT the 2024 Corporate Annual Report be approved for distribution.

**CARRIED**

**COMMUNICATIONS**

**Letter from Rod Moorecroft, Chair, Elphinstone Community Association dated May 28, 2025;  
Letter from Miyuki Shinkai, Vice Chair, West Howe Sound Community Association, dated May 31, 2025**

**158/25** It was moved and seconded

THAT all communications be received for information.

**CARRIED**

**159/25** It was moved and seconded

THAT the SCRD provide a letter of support for the Elphinstone Community Association and the West Howe Sound Community Association, respectively, in support of their efforts to defer logging at cut block TA0519

**CARRIED**

**BYLAWS**

**Staff Report: Temporary Borrowing Bylaws**

**160/25** It was moved and seconded

THAT the report titled Temporary Borrowing Bylaws be received for information.

**CARRIED**

**Community Recreation Facilities Roof Renewal Project Temporary Borrowing Bylaw No. 773, 2025**

**161/25** It was moved and seconded

THAT *Community Recreation Facilities Roof Renewal Project Temporary Borrowing Bylaw No. 773, 2025* be read a first, second, and third time.

**CARRIED**

**162/25** It was moved and seconded

THAT *Community Recreation Facilities Roof Renewal Project Temporary Borrowing Bylaw No. 773, 2025* be adopted.

**CARRIED**

**Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Temporary Borrowing Bylaw No. 774, 2025**

**163/25** It was moved and seconded

THAT *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Temporary Borrowing Bylaw No. 774, 2025* be read a first, second, and third time.

**CARRIED**

**164/25** It was moved and seconded

THAT *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Temporary Borrowing Bylaw No. 774, 2025* be adopted.

**CARRIED**

**Water Meter Installations Project Temporary Borrowing Bylaw No. 775, 2025**

**165/25** It was moved and seconded

THAT *Water Meter Installations Project Temporary Borrowing Bylaw No. 775, 2025* be read a first, second, and third time.

**CARRIED**

**166/25** It was moved and seconded

THAT *Water Meter Installations Project Temporary Borrowing Bylaw No. 775, 2025* be adopted.

**CARRIED**

**Gibsons/West Howe Sound Fire Protection Service Pumper Apparatus Replacement Project  
Temporary Borrowing Bylaw No. 776, 2025**

**167/25** It was moved and seconded

THAT *Gibsons/West Howe Sound Fire Protection Service Pumper Apparatus Replacement Project Temporary Borrowing Bylaw No. 776, 2025* be read a first, second, and third time.

**CARRIED**

**168/25** It was moved and seconded

THAT *Gibsons/West Howe Sound Fire Protection Service Pumper Apparatus Replacement Project Temporary Borrowing Bylaw No. 776, 2025* be adopted.

**CARRIED**

**IN CAMERA**

**169/25** It was moved and seconded

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e), and (j) and 2 (b) of the *Community Charter* – "the acquisition, disposition or expropriation of land or improvements [...]" ; "information that is prohibited [...] from disclosure [...]" ; "the consideration of information received and held in confidence relating to negotiations [...]" .

**CARRIED**

**RELEASE OF ITEMS FROM IN CAMERA****Operations of Coopers Green Hall – License to Occupy**

**170/25** It was moved and seconded

THAT the SCRD enter into a License to Occupy agreement with the Halfmoon Bay Community Association for operations of Coopers Green Hall;

AND THAT the term of the agreement be 10 years, with a 10 year renewal option;

AND FURTHER THAT the delegated authority be authorized to execute the agreement.

**CARRIED**

**Communication Regarding Bylaw 722**

**171/25** It was moved and seconded

THAT staff provide a report outlining options to address community concerns around the issue of accumulation of unsightly refuse on private property by the end of Q4 2025.

**CARRIED**

**ADJOURNMENT**

**172/22** It was moved and seconded

THAT the Regular Board meeting be adjourned.

**CARRIED**

*The meeting adjourned at 2:27 p.m.*

\_\_\_\_\_  
Certified Correct by the Corporate Officer

\_\_\_\_\_  
Date Confirmed

\_\_\_\_\_  
Chair





# Mapping Sensitive Ecosystems in the Sunshine Coast

Sunshine Coast Regional District Board of Directors, June 26th, 2025.

[www.actionforadaptation.ca](http://www.actionforadaptation.ca)

Thank you to our funders: Environment and Climate Change Canada  
A donor to the UBC Botanical Garden



**Action for  
Adaptation**





## Action for Adaptation



UBC Botanical Garden



COASTAL DOUGLAS-FIR  
& ASSOCIATED ECOSYSTEMS  
CONSERVATION PARTNERSHIP

Stephanie Woods, CDFCP: [stephanie.woods@cdfcp.ca](mailto:stephanie.woods@cdfcp.ca)

Kelly Chapman, Kwest Inc. : [kelly.chapman@gmail.com](mailto:kelly.chapman@gmail.com)

Dionne Bunsha, UBC Botanical Garden: [dionne.bunsha@ubc.ca](mailto:dionne.bunsha@ubc.ca)





# Action for Adaptation

## Purpose of Action for Adaptation website:

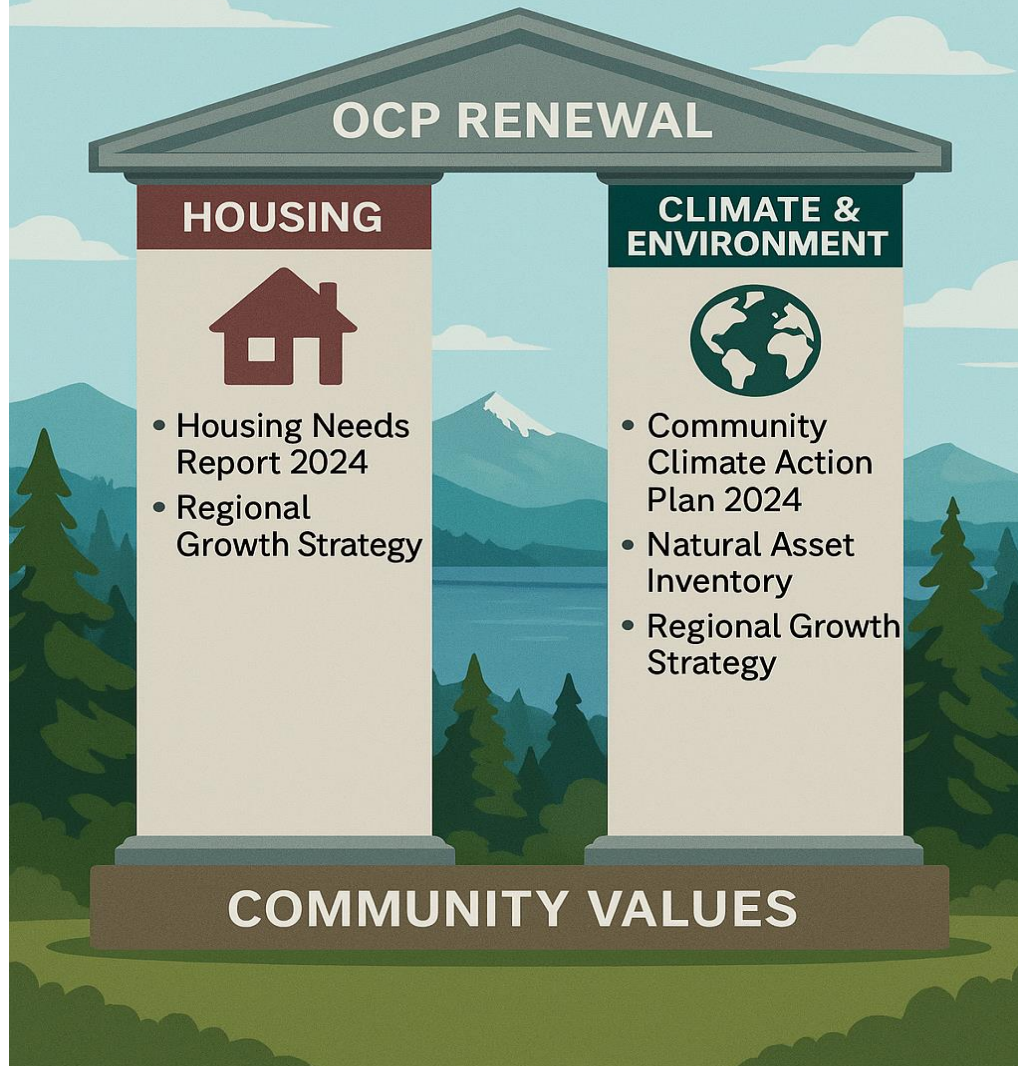
To support actions for climate adaptation and biodiversity conservation by developing decision-making and policy support tools for local governments and First Nations on BC's southwest coast.

## Deliverables:

- **Biodiversity Atlas** - online platform , created by researchers and peer reviewed by Province and experts.
- **Policy Tools** - to help planners use the Atlas to further climate adaptation and biodiversity conservation.

**Purpose of our delegation today:** introduce our scientific biodiversity atlas mapping layers and policy tools as they may be useful in the OCP renewal process.

# TWO PILLARS OF OCP RENEWAL



## OCP Renewal

Action for Adaptation ecosystem mapping can support SCRD planning:

- Improve existing mapping using best available BC gov data.
- Develop relevant data and science to support the OCP renewal process.
- Provide mapping that contributes to SCRD Natural Assets Inventory.
- Also support:
  - Sunshine Coast Regional Growth Strategy Community Climate Action Plan
  - Green By-laws Report
  - Shishalh land use planning.

# Ecosystems at Risk: why it matters

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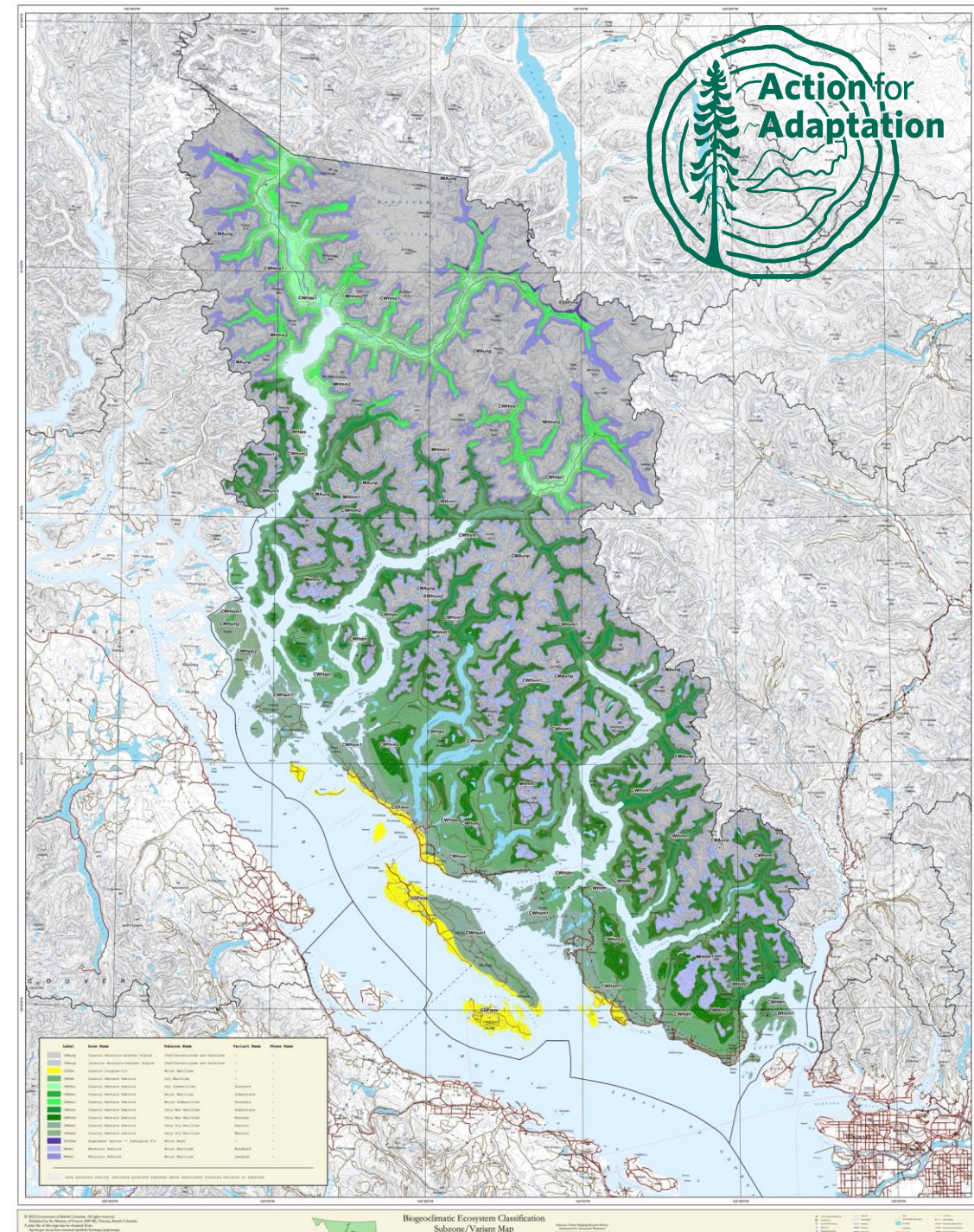


- **Vital Services:** Ecosystems supply clean water, urban cooling, flood control, air purification, human wellness, and carbon storage.
- **Growing Pressures:** Urban development and timber demand are degrading natural assets.
- **Climate Change Impact:** Compounds stress on ecosystems, reducing their ability to support communities.
- **Threats to Communities:** Increased risk of wildfires, drought, floods, landslides, sea level rise, and extreme events like heat domes.



# Coastal Douglas fir and associated ecosystems

- **Biodiversity Hotspot:** home to the largest number of species and ecosystems at risk in BC.
- **Carbon storage:** highest carbon storage capacity of any forest in BC; old growth forests are some of the highest carbon storing ecosystems in the world.
- **Population Pressure:** ~75% of BC's population lives in the CDFmm. **#1 threat:** land conversion.
- **Private Ownership in CDFCP area:** 62-66%, 80% private + local government lands. Province restricts OG logging on Crown lands in CDF.
- **Underprotected:** Only ~11% protected — the least protected ecological zone in BC. 98% of the 45 ecological communities in the CDF zone are at risk of being lost.







# Sunshine Coast Pilot Mapping

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- Tla'amin First Nation has incorporated pilot mapping into their forest resource management planning.
- Incorporated into SCRD Natural Resource Inventory.
- Collaborating with BC Government mapping teams.



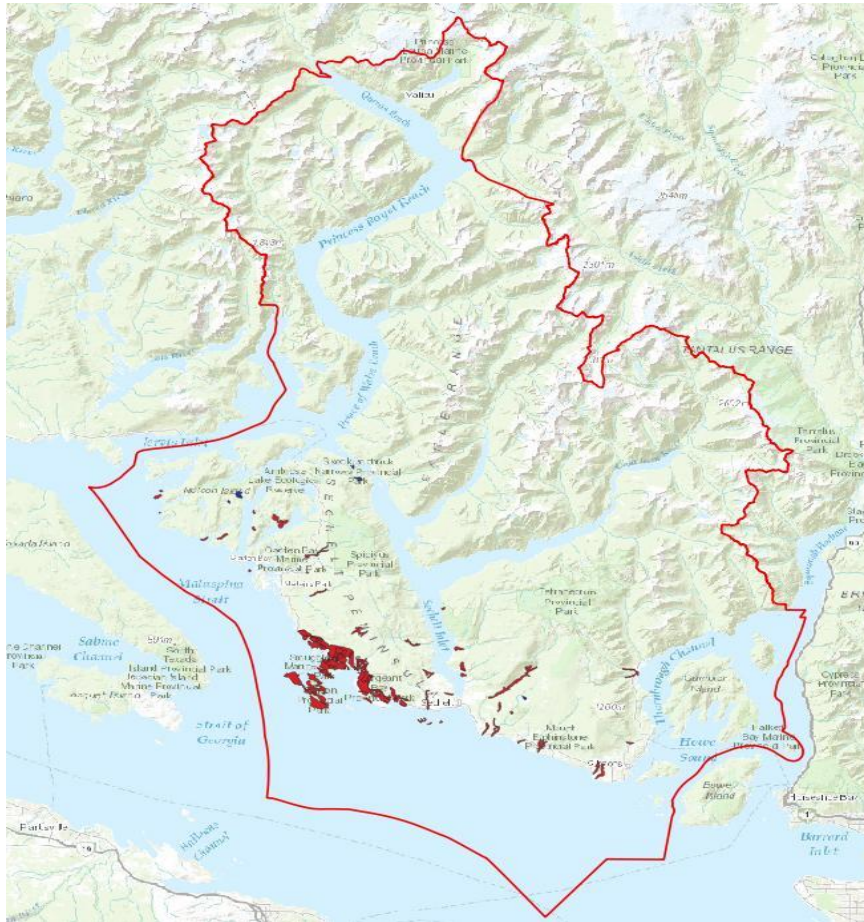


# Ecological Communities at Risk

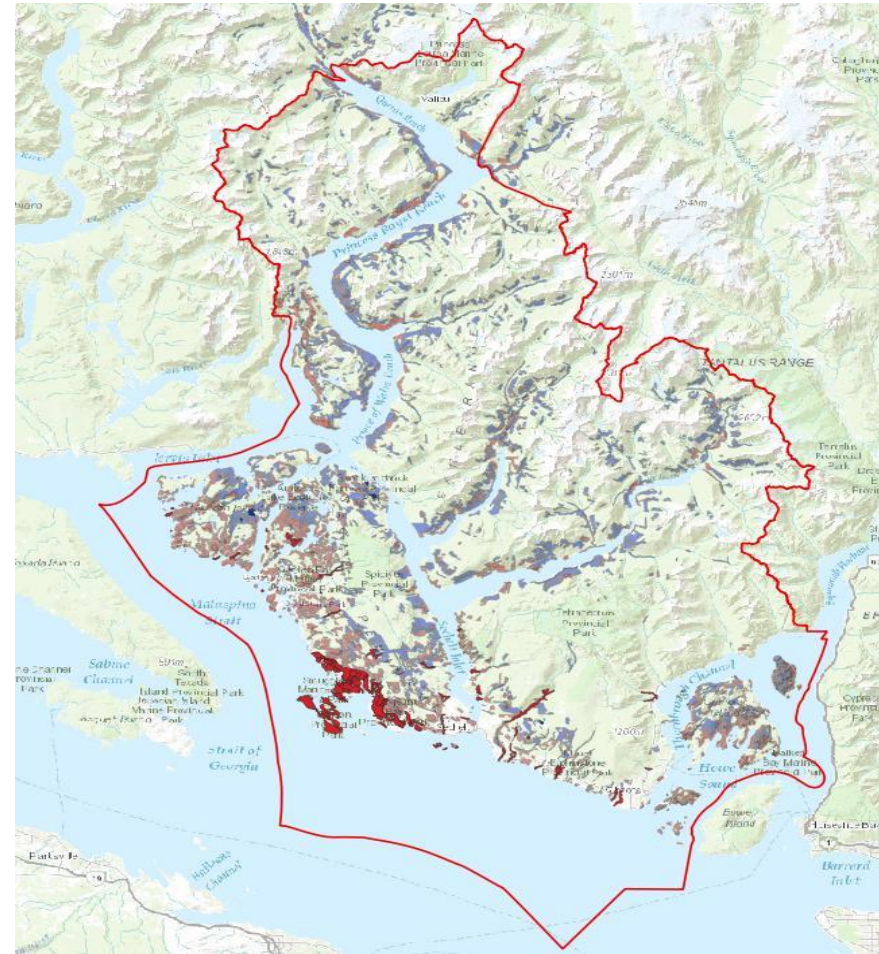


BC Red List: Ecosystems that are endangered, threatened, or extirpated

BC Blue List: Ecosystems that are vulnerable or of special concern



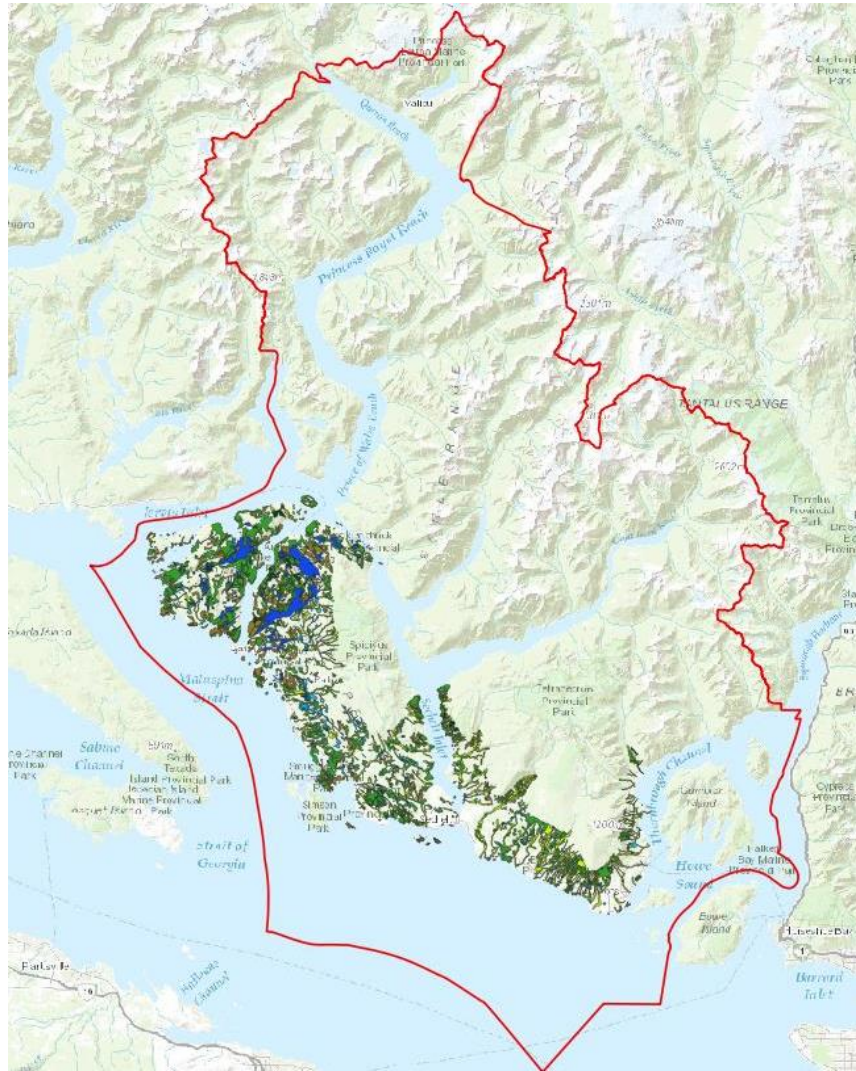
- BC Gov Conservation Data Centre (CDC) Mapping –**
- Restricted to drier low elevation areas (CDFmm).
  - Only 19 ecological communities at risk mapped from potential of 95.



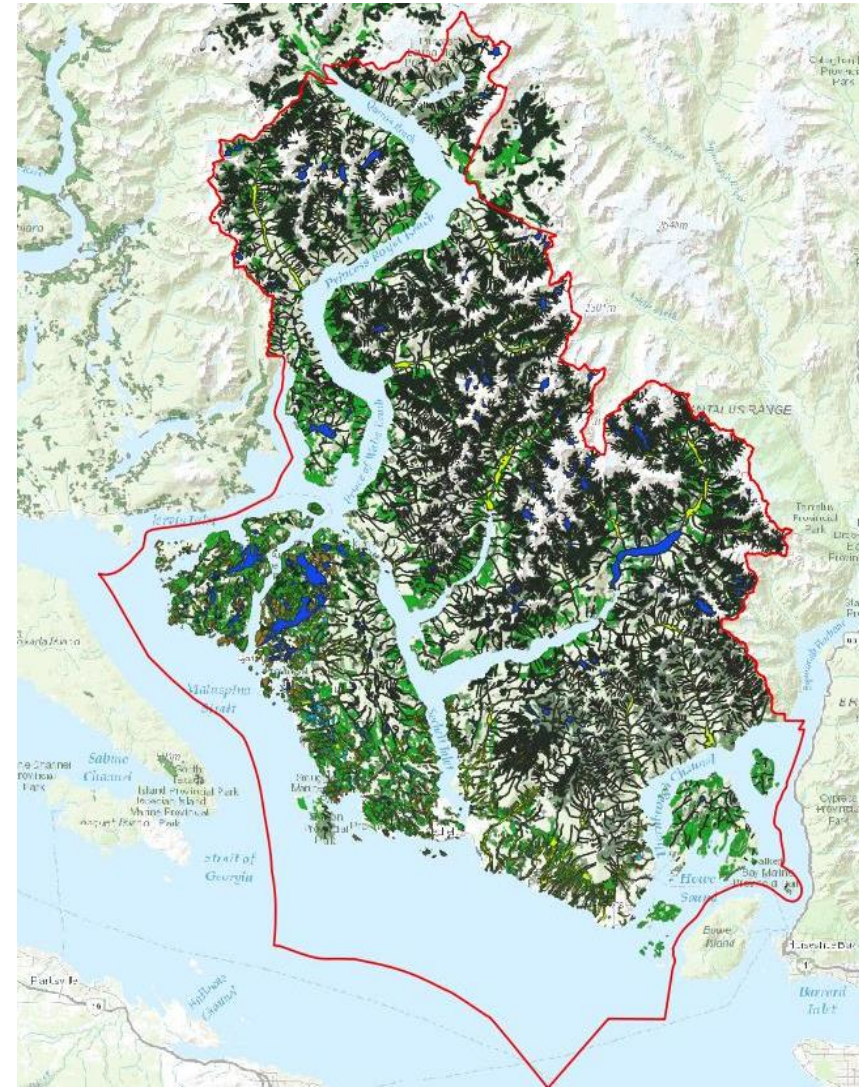
- **New mapping** using TEM (1:15,000 or 1:20,000)\*
- Identifies 59 of possible 95 ecological communities.
- Urban or small ecological communities can be missed
- Gaps where there is no TEM mapping



# Sensitive Ecosystems



**BC Gov SEI:** Restricted to lower elevation areas near the coast (CDFmm & CWHxm1). Out of date (2005)



**New mapping** using: TEM, NTBC toporiparian mapping, VRI (mature & old forest). Updated by removing areas that have been cleared or developed since mapping using Land cover mapping, VRI, BC CEF disturbance mapping.



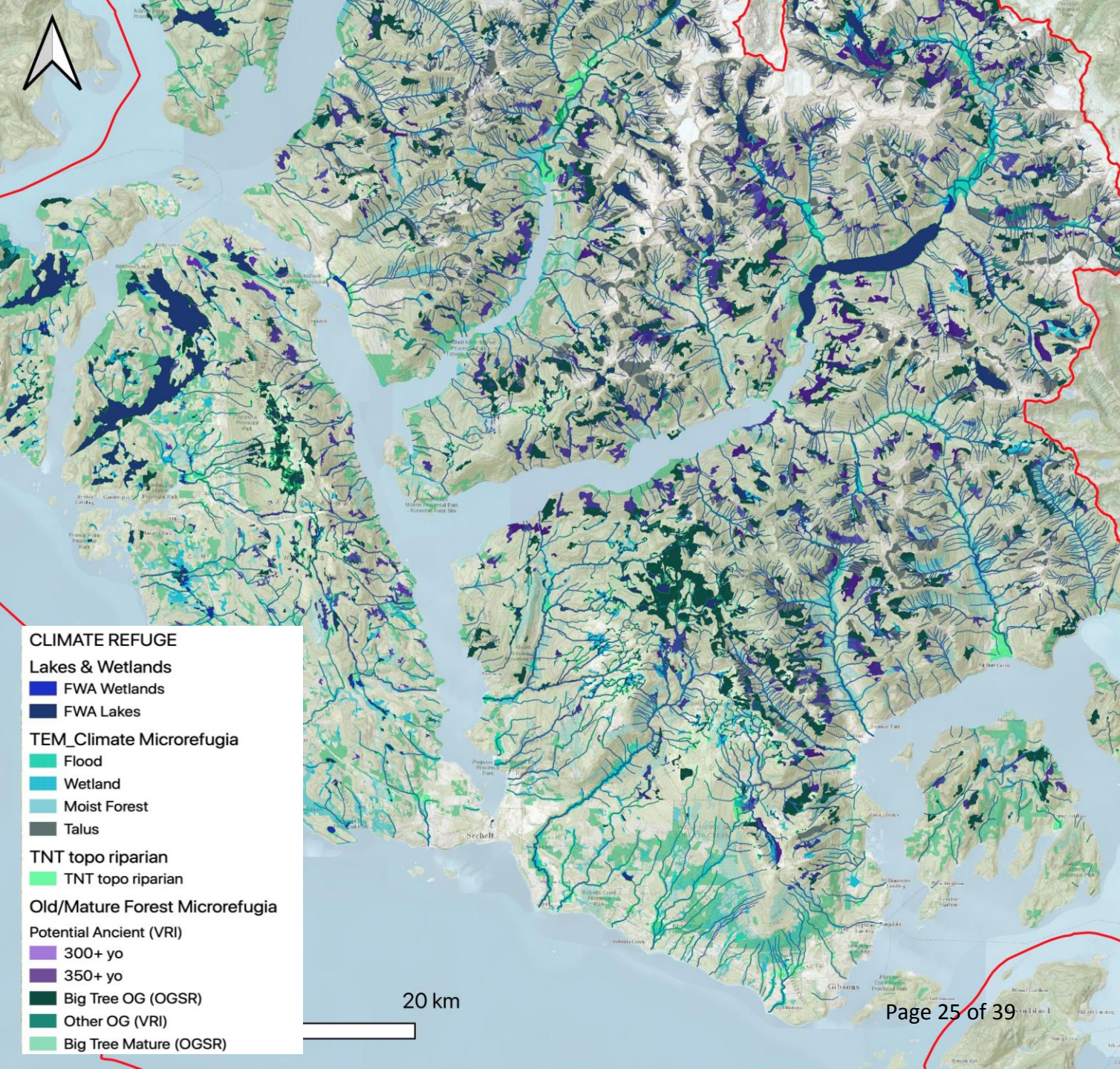
# Hydrologically Sensitive Areas

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- Highlights:
  - Lakes & streams
  - Wetlands
  - Riparian areas
  - Riparian buffers
  - Coastal buffers
  - Fans & cones
  - Fish observations
  - Potential fish habitat (<20% gradient)
- Variety of sources (TEM, FWA, NTBC toporiparian, FISS)







# Climate Micro-refugia

- **Riparian areas / floodplains** (especially intact areas with big trees & those spanning elevation gradients = *corridors*)
- **Streams & rivers** (including small headwater streams)
- **Wetland habitats** (also serve as *stepping stones* for species movement)
- **Moist forest** (also often serve as corridors)
- **Old forest** (especially with big trees)
- **Ancient & high elevation forest** (also fire refuge)
- **Mature forest with big trees** (also help reduce flood risk, together with OG)
- Fringing vegetation along **lakeshores and coastlines**



# New website in development



**Action for  
Adaptation**

[Home](#)

[About](#)

[Atlas](#)

[Policy ▼](#)

[Adaptation](#)

[Stories](#)

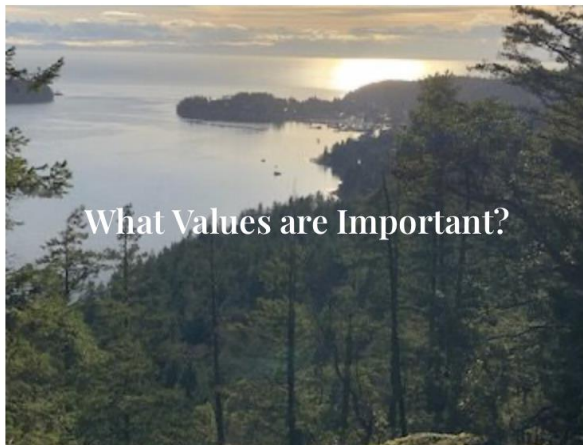
[Updates](#)

[Contact Us](#)

## Local Government Policy Toolkit

This Local Government Policy Toolkit is a companion to the atlas, and together they are intended to help planners and land-use managers:

- consider and understand how to use information derived from the atlas mapped layers; and
- holistically integrate the values of carbon sequestration, biodiversity, watershed integrity, and habitat connectivity into their land use planning processes, policy, and decision-making to yield nature-based solutions to climate mitigation and adaptation.



# Thank You



Sincere gratitude to our funders:  
Environment and Climate Change Canada  
A donor to the UBC Botanical Garden

Stephanie Woods, CDFCP: [stephanie.woods@cdfcp.ca](mailto:stephanie.woods@cdfcp.ca)

Kelly Chapman, CDFCP: [kellychapman@gmail.com](mailto:kellychapman@gmail.com)

Dionne Bunsha, UBC Botanical Garden: [dionne.bunsha@ubc.ca](mailto:dionne.bunsha@ubc.ca)



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

**June 12, 2025**  
**IN THE BOARDROOM OF THE SUNSHINE COAST**  
**REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHULT, B.C.**

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

**ALSO PRESENT:** T. Perreault, Chief Administrative Officer  
S. Reid, Corporate Officer  
I. Hall, GM Planning and Development  
S. Gagnon, GM Community Services  
J. Waldorf, Manager, Capital Projects  
J. Huntington, Manager, Parks Services  
S. Adams, Parks Planning and Community Development Coordinator  
L. Mosimann, Administrative Assistant/Recorder

**OTHERS:** Media - 1  
Public - 0

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**1. CALL TO ORDER**

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

**2. AGENDA**

**2.1 Adoption of Agenda**

The agenda was adopted as amended.

### 3. PRESENTATIONS AND DELEGATIONS

#### 3.1 Vansh Kalra, Vice-President External, Meharveen Manchanda, Vice-President Finance and Services, Christopher Girodat, Executive Director, Capilano Students' Union

*Vansh Kalra, Vice-President External, Meharveen Manchanda, Vice-President Finance and Services, Christopher Girodat, Executive Director, Capilano Students' Union, addressed the Committee regarding a funding request to expand eligibility in the free youth Transit Pass (S-Pass) to include post-secondary students.*

**Recommendation No. 1**    *Presentation for Information - Request for Free Transit for Post Secondary Students*

The Committee of the Whole recommended that the following presentation materials from the Committee of the Whole meeting of June 12, 2025, be received for information:

- Item No. 3.1: Vansh Kalra, Vice-President External, Meharveen Manchanda, Vice-President Finance and Services, Christopher Girodat, Executive Director, Capilano Students' Union
  - Regarding Funding Request to Expand Eligibility in the Free Youth Transit Pass (S-Pass) to Post-Secondary Students

### 4. REPORTS

#### **Recommendation No. 2**    *Reports for Information*

The Committee of the Whole recommended that the following report from the June 12, 2025, Committee of the Whole meeting be received for information:

- Item No. 4.5: *Seaview Cemetery Expansion - Project Update*

#### 4.1 Corporate Workplan - Outstanding Directives

**Recommendation No. 3**    *Corporate Workplan - Outstanding Directive*

The Committee of the Whole recommended that the following directives be deemed closed with no further action:

- 375/12 Rec. 19
- 433/12 Rec. 21
- 171/13 Rec. 3
- 087/14 Rec. 31
- 366/16 Rec. 9
- 044/17 Rec. 9
- 271/17 Rec. 6
- 241/19
- 240/19
- 264/19 Rec. 8
- 284/19 Rec. 1

- 324/19
- 005/20 Rec. 21
- 005/20 Rec. 19
- 091/20 Rec. 1
- 255/20 Rec. 7
- 320/20 Rec. 1
- 404/20 Rec. 14
- 175/21 Rec. 3
- 013/22
- 297/22 Rec. 2

#### **4.2 shíshálh - BC Land Use Plan Phase 2 Engagement**

##### **Recommendation No. 4** *shíshálh - BC Land Use Plan Phase 2 Engagement*

The Committee of the Whole recommended that the use of up to \$10,000 from General Government [110] Operating Reserves to support additional resources required for participation in the shíshálh–BC Land Use Plan Phase 2 engagement process be approved;

AND THAT the 2025-2029 Financial Plan be amended accordingly;

AND THAT the SCRD notify the shíshálh–BC Land Use Planning Table that, due to operational constraints, formal feedback will not be available by the requested June 23, 2025, deadline, but will instead be provided by August 29, 2025;

AND FURTHER THAT staff be directed to communicate with the Land Use Planning Table and continue participation in available engagement opportunities, while preparing a formal SCRD submission for the extended timeline.

#### **4.3 Community Excellence Award**

##### **Recommendation No. 5** *Community Excellence Award*

The Committee of the Whole recommended that the SCRD apply for the UBCM Community Excellence Award under the category of Excellence in Governance;

AND THAT a Board resolution be forwarded to UBCM indicating support for the joint application;

AND FURTHER THAT the SCRD request a Council resolution from the shíshálh Nation indicating support for the joint application.

*Directors Paul, White, and McMahon opposed*

**4.4 Chaster Well Improvements – Budget Lift and Contract Award****Recommendation No. 6** *Chaster Well Improvements - Budget Lift and Contract Award*

The Committee of the Whole recommended that the Chaster Well Improvements Project budget be increased by \$244,000, for a total project budget of \$701,500, funded through Regional Water Service Capital Reserves;

AND THAT the Request for Proposal 2537007 contract award for the Well Redevelopment of the Chaster Well Improvements Phase 2 be awarded to ZN Projects Ltd. in the amount up to \$539,100 (excluding GST);

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

AND THAT the 2025-2029 Financial Plan be amended accordingly;

AND FURTHER THAT this recommendation be forwarded to the June 12, 2025, Regular Board meeting.

**4.5 Seaview Cemetery Expansion – Project Update****7. IN CAMERA**

*The Committee moved In Camera at 10:38 a.m.*

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

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

**8. ADJOURNMENT**

The meeting adjourned at 11:59 a.m.

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Chair



**SUNSHINE COAST REGIONAL DISTRICT**  
**RECOMMENDATIONS FROM THE ELECTORAL AREA SERVICES COMMITTEE**  
**MEETING**

**June 19, 2025**  
**IN THE BOARDROOM OF THE SUNSHINE COAST**  
**REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHLT, B.C.**

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

**ALSO PRESENT:** T. Perreault, Chief Administrative Officer  
S. Reid, Corporate Officer  
J. Jackson, Manager, Planning and Development  
J. Huntington, Manager, Parks Services  
K. Jones, Assistant Manager, Planning and Development  
J. Clark, Senior Planner  
S. Koberwitz, Senior Planner  
N. Copes, Planner II  
K. Lamb, Planning Technician II  
K. Gower, Legislative Assistant  
A. O'Brien, Recorder  
Public: 9  
Media: 1

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**CALL TO ORDER**

*The Electoral Area Services Committee meeting was called to order at 9:30 a.m.*

**AGENDA**

**Adoption of Agenda**

*The agenda was adopted as presented.*

**PRESENTATIONS AND DELEGATIONS**

**Re-Membering Youth Student Delegation: Natalie Gerum, Maggie-Rose Hershler, Phoenix Thompson and Lucia Pelly**



*The Re-Membering Youth Student Delegation: Natalie Gerum, Maggie-Rose Hershler, Phoenix Thompson and Lucia Pelly addressed the Committee regarding Re-Membering Youth: Reflections on Community and Youth Engagement in the Official Community Plan (OCP).*

## **REPORTS**

*The following reports were received for information*

- Item No. 4.1: ReMembering Youth Project Engagement Summary Report
- Item No. 4.2: Official Community Plan Renewal Project Status Report #5 - June 2025

### **LCRB Lounge Area Endorsement and Special Event Area Endorsement Application Referral (REF00007) – Foragers Meadery at 801 Leek Road (Electoral Area D)**

#### **Recommendation No. 1**

The Electoral Area Services Committee recommended that SCRD recommends approval of a Lounge Area Endorsement and Special Event Area Endorsement for Foragers Meadery (REF00007) to the LCRB, subject to:

- a) That additional off-street parking provided for special events be temporary and must not interfere with the agricultural productivity of the land;
- b) That signage be provided along Leek Road directing patrons to designated parking areas on the property;
- c) That no outdoor amplified music be permitted;
- d) That a maximum of 10 non-farm special events be permitted per calendar year;
- e) That the total combined person capacity of all liquor service areas during a special event be limited to 120 patrons subject to the provision of 27 off-street parking spaces; and
- f) That a secondary emergency access be provided from the orchard area to Leek Road.

*Director McMahon opposed.*

### **Development Variance Permit DVP00113 (3024 Green Way) - Electoral Area D**

#### **Recommendation No. 2**

The Electoral Area Services Committee recommended that Development Variance Permit DVP00113, to facilitate construction of a proposed secondary suite on the property located at 3024 Green Way, be issued to vary Zoning Bylaw No. 722 as follows:

- (a) Section 7.2.4 to increase the maximum parcel coverage for all buildings and structures for lots equal to or greater than 3,500 square meters in the Residential Two (R2) zone from 15% to 24.2%.

**Development Variance Permit DVP00114 (8653 Redrooffs Road) - Electoral Area B**

*Electoral Area B Director Gabias recused herself from the meeting at 10:29 a.m. due to a conflict of interest as the applicant for Development Variance Permit DVP00114 is her appointed Alternate Director for Electoral Area B.*

*The Chair invited members of the public to provide comments on Development Variance Permit DVP00114.*

*Landon Dix, Applicant/Agent, Development Variance Permit DVP00114 stated that the purpose of the application was to reconstruct an existing deck that was in a state of disrepair.*

**Recommendation No. 3**

The Electoral Area Services Committee recommended that Development Variance Permit DVP00114, to allow for the reconstruction of a deck on the property located at 8653 Redrooffs Road, be issued to vary Zoning Bylaw No. 722 as follows:

(a) Section 5.16.1 to reduce the minimum setback for all buildings and structures from the natural boundary of the ocean from 15 m to 6 m.

*Director Gabias rejoined the meeting at 10:33 a.m.*

*The Electoral Area Services Committee meeting recessed at 10:33 a.m. and reconvened at 10:40 a.m.*

**Frontage Waiver FRW00026 (2061 Twin Creeks Road) - Electoral Area F****Recommendation No. 4**

The Electoral Area Services Committee recommended that proposed Lot 3 be exempt from the 10% minimum parcel frontage on a highway required by Section 512 of the Local Government Act to facilitate the proposed three-lot subdivision of 2061 Twin Creeks Road/2170 Port Mellon Highway.

**Frontage Waiver FRW00017 (13685 Lee Road) - Electoral Area A****Recommendation No. 5**

The Electoral Area Services Committee recommended that the FRW00017 Frontage Waiver application be referred to the Electoral Area A Advisory Planning Commission for feedback and comments.

**Electoral Area D Advisory Planning Commission Meeting Minutes of April 29, 2025****Recommendation No. 6**

The Electoral Area Services Committee recommended that the Roberts Creek (Area D) Advisory Planning Commission meeting minutes of April 29, 2025 be received for information.

**Electoral Area E Advisory Planning Commission Meeting Minutes of April 29, 2025**

**Recommendation No. 7**

The Electoral Area Services Committee recommended that the Elphinstone (Area E) Advisory Planning Commission Meeting Minutes of April 29, 2025 be received for information.

**Electoral Area F Advisory Planning Commission Meeting Minutes of April 29, 2025****Recommendation No. 8**

The Electoral Area Services Committee recommended that the West Howe Sound (Area F) Advisory Planning Commission Meeting Minutes of April 29, 2025 be received for information.

**Electoral Area A Advisory Planning Commission Meeting Minutes of May 5, 2025****Recommendation No. 9**

The Electoral Area Services Committee recommended that the Egmont/Pender Harbour (Area A) Advisory Planning Commission Meeting Minutes of May 5, 2025 be received for information.

**Electoral Area B Advisory Planning Commission Meeting Minutes of May 6, 2025****Recommendation No. 10**

The Electoral Area Services Committee recommended that the Halfmoon Bay (Area B) Advisory Planning Commission Meeting Minutes of May 6, 2025 be received for information.

**Ports Monitors (POMO) Committee Meeting Minutes of May 7, 2025****Recommendation No. 11**

The Electoral Area Services Committee recommended that the Ports Monitors (POMO) Committee meeting minutes of May 7, 2025 be received for information.

**IN CAMERA**

*The Committee moved In Camera at 10:58 a.m.*

*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, employee or agent of the municipality or another position appointed by the municipality" and "the acquisition, disposition or expropriation of land or improvements..."*

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

**ADJOURNMENT**

*The Electoral Area Services Committee meeting adjourned at 11:12 a.m.*

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## SUNSHINE COAST REGIONAL DISTRICT

### RECOMMENDATIONS FROM THE BOARD POLICY REVIEW COMMITTEE MEETING

June 19, 2025

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

PRESENT: K. Stamford, Electoral Area F  
D. McMahon, Electoral Area E  
K. Backs, Electoral Area D  
A. Toth, District of Sechelt

ALSO PRESENT: T. Perreault, Chief Administrative Officer  
S. Reid, Corporate Officer  
K. Wiebe, Deputy Corporate Officer/Recorder  
K. Gower, Legislative Assistant

Media: 0  
Public: 0

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#### CALL TO ORDER

*The meeting was called to order at 1:01 p.m.*

#### AGENDA

##### Adoption of Agenda

*The agenda was adopted as presented.*

#### REPORTS

*All reports were received as presented.*

##### Board Policies for Review

It was moved and seconded

##### **Recommendation No. 1** Directors - Remuneration Review

The Board Policy Review Committee recommended that the Board Policy BRD 0340-50-036 Directors - Remuneration Review be referred to a September 2025 Committee of the Whole for a discussion about potential scope and terms of reference.

**Recommendation No. 2** *Board Policies for Review*

The Board Policy Review Committee recommended that the Board Policies be reviewed in accordance with the Committee's Terms of Reference;

AND THAT Board Policy BRD-0340-50-011 Contacting SCRD Solicitors be repealed;

AND FURTHER THAT revised Board Policy BRD-0340-50-038 Director Email Management be approved.

*The Committee recessed at 1:38 p.m. and reconvened at 1:42 p.m.*

**Outstanding Directives Pertaining to Policy**

It was moved and seconded

**Recommendation No. 3** *Outstanding Directives Pertaining to Policy*

The Board Policy Review Committee recommended that the following outstanding directives regarding proposed policies be abandoned:

- Resolution 93/06, recommendation No. 7
- Resolution 571/12, recommendation No. 6
- Resolution 235/13, recommendation No. 8
- Resolution 445/16
- Resolution 207/22

**ADJOURNMENT**

*The meeting was adjourned at 1:46 p.m.*

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Chair



# Staff Report

## Request for Decision

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**TO:** SCRD Board – June 26, 2025

**AUTHOR:** Allen van Velzen, Manager Facility Services

**SUBJECT:** **Request for Proposal 2561308 GACC Arena Flooring Replacement – Contract Award**

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### OVERVIEW

#### **Purpose of Report:**

The purpose of this report is to provide the Board with options regarding the contract award for Arena Flooring Replacement at the Gibsons and Area Community Center (GACC). 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 a contract be awarded to Andalus Rugs and Pottery Ltd. for GACC Arena Flooring Replacement for an amount of up to \$141,900 (excluding GST) in response to RFP 2561308 Ice Level Rubber Flooring - GACC;**
  - (2) AND THAT the delegated authorities be authorized to execute the contract.**
- 

### BACKGROUND

The arena rubber flooring at the Gibsons and Area Community Centre (GACC) was installed during original construction in 2007, and the replacement is scheduled for 2025 in the Recreation Facilities Capital Plan. The existing flooring has reached the end of the expected service life; replacement is recommended.

### DISCUSSION AND ANALYSIS OF OPTIONS

#### *Request for Proposal (RFP) Process and Results*

In accordance with the Sunshine Coast Regional District's (SCRD) Procurement Policy, RFP 2561308 was published on April 9, 2025, and closed on May 20, 2025.

Purchasing received three compliant proposals. Led by the Purchasing Division, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposals against the criteria set out in Section 7 of the RFP document.

#### ***OPTION 1 – Proceed with Contract Award (Recommended)***

Award a contract to Andalus Rugs and Pottery Ltd., as they meet the specifications as outlined and are the highest scoring proponent for the above-mentioned contract. It is recommended that the

awarded contract be in the amount not to exceed \$141,900 (excluding GST), which includes contingency for additional services.

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

***OPTION 2 – Cancel RFP 2561308 (Not recommended)***

The GACC Arena Flooring Replacement contract could not be awarded, though cancelling the RFP carries potential legal risk, safety concerns from worn flooring, increased repair and maintenance costs and negative perception from vendors and stakeholders. The condition of the existing flooring will deteriorate from continued use; replacement will need to be reconsidered in future years.

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

- 1) **THAT** the GACC Arena Flooring Replacement contract award be denied;
- 2) **AND THAT** staff be directed to cancel RFP 2561308.

**FINANCIAL IMPLICATIONS**

There are no financial implications for this contract award. The project budget is sufficient to fund the project and is included in the 2025 – 2029 Financial Plan.

**STRATEGIC PLAN IMPLICATIONS**

N/A

**SUMMARY AND CONCLUSION**

In accordance with the SCRD's Procurement Policy, RFP 2561308 was issued for GACC Arena Flooring Replacement, three compliant proposals were received.

Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract with Andalus Rugs and Pottery Ltd. for GACC Arena Flooring Replacement with a value of up to \$141,900 (excluding GST), which includes contingency for additional services, and that the delegated authorities be authorized to execute the contract.

Reviewed by:			
Manager		Finance	X - A. Taylor
GM	X - S. Gagnon	Legislative	
CAO	X- T. Perreault	Purchasing & Risk	X – V. Cropp