



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

Thursday, September 12, 2024, 1:00 p.m.

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

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. AGENDA</b>	
<b>3. MINUTES</b>	
3.1 Regular Board meeting minutes of July 25, 2024	4
3.2 Special Board meeting minutes of August 9, 2024	16
<b>4. BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS</b>	
<b>5. PRESENTATIONS AND DELEGATIONS</b>	
<b>6. REPORTS</b>	
6.1 Committee of the Whole meeting recommendation Nos. 1 - 7 of July 25, 2024	18
6.2 Sechelt Landfill Emergency Scale Replacement - Manager, Solid Waste Services <b>(Voting - All Directors, Weighted Vote)</b>	21
6.3 Landfill Engineering Consulting Services – Contract Amendment Manager, Solid Waste Services <b>(Voting - All Directors, Weighted Vote)</b>	24
6.4 Contract Award-Vertical Expansion and Waste Export Feasibility Study - Manager, Solid Waste Services <b>(Voting - All Directors, Weighted Vote)</b>	27
6.5 411603 RFQ - Laboratory Services for Water Sampling - Environmental Planning Coordinator, Utility Services <b>(Voting - All Directors, Weighted Vote)</b>	30
6.6 Community Emergency Preparedness Fund - Approval and Acceptance of 2024 Evacuation Route Planning Grant - Emergency Management Coordinator <b>(Voting - All Directors, 1 Vote Each)</b>	32
6.7 Eastbourne Groundwater Development - Disaster Resilience and Innovation Funding - Grant Funding Application Manager, Capital Projects <b>(Voting - All Directors, Weighted Vote)</b>	34
6.8 Municipal Ticket Information System Bylaw and Bylaw Notice Enforcement Bylaw Amendments	38

- Corporate Officer  
**(Voting - All Directors, 1 vote each)**

\*6.9 INSERT - Community Resiliency Investment Program - Approval of 2024 and 2025 FireSmart Community Funding and Supports Grant 39  
 -Fire Chief, GDVFD  
**(Voting - E, F, Gibsons)**

\*6.10 INSERT - Katherine Lake Access Road Emergency Remediation and Upgrades - 42  
 Project Update  
 - General Manager, Community Services  
**(Voting - All Directors, Weighted Vote)**

**7. COMMUNICATIONS**

7.1 Sunshine Coast Jewish Burial Society dated July 26, 2024 47  
 Regarding future cemetery expansion

7.2 Mike Hurley, Chair, Metro Vancouver Board and Sarah Kirby-Yung, Cahir, Zero 48  
 Waste Committee, Metro Vancouver dated July 22, 2024  
 Regarding idea generation engagement: Metro Vancouver's solid waste management plan update

7.3 Diane Henley, Co-Founder, Sunshine Coast Bear Alliance dated July 25, 2024 53  
 Regarding request for letter of support for Sunshine Coast Highway provincial wildlife crossing signage

7.4 Marlene Wells, Union of BC Municipalities dated August 7, 2024 55  
 Regarding member feedback on protocol with First Nations Leadership Council

7.5 Silas White, Mayor, Town of Gibsons dated September 5, 2024 57  
 Regarding request for letter of support for the Town of Gibsons' application for an Age-friendly Communities grant.

7.6 Aleria Ladwig, Blueact Marine Society dated September 4, 2024 58  
 Regarding invitation for Director attendance as panelist at Climate Fair

7.7 Claire Dewar, Senior Planner, Squamish-Lillooet Regional District 62  
 Regarding notification of initiation - minor amendment - Squamish-Lillooet Regional District Regional Growth Strategy Review 2024

**8. MOTIONS**

**9. BYLAWS**

9.1 West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024 64  
 - *Second Reading*  
**(Voting - All Directors - 1 vote each)**

9.2 Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024 67  
 - *Second Reading*  
**(Voting - All Directors - 1 vote each)**

9.3 Sunshine Coast Regional District Municipal Ticket Information System 71  
 Amendment Bylaw No. 558.13, 2024  
 - *First, second, third readings, and adoption*  
**(Voting - All Directors - 1 vote each)**

- 9.4 Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.14, 2024
  - *First, second, third readings, and adoption*
  - (Voting - All Directors - 1 vote each)

**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) (a), (c), (i), and (k) of the *Community Charter* - "personal information about an identifiable individual..."; "labour relations or other employee relations"; "information that is prohibited..."; "negotiations and related discussions respecting the proposed provision of a municipal service..."



## SUNSHINE COAST REGIONAL DISTRICT

JULY 25, 2024

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

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<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors	District of Sechelt	A. Toth
		Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster
		Town of Gibsons	S. White
<b>ALSO PRESENT:</b>	A / Chief Administrative Officer / CFO		T. Perreault
	Corporate Officer		S. Reid
	GM, Planning and Community Development		I. Hall
	GM, Infrastructure Services		R. Rosenboom
	GM, Community Services		S. Gagnon
	Deputy Corporate Officer / Recorder		K. Wiebe
	Media		1
	Public		0

*\*Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

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**CALL TO ORDER**      **1:44 p.m.**

**AGENDA**              **It was moved and seconded**

215/24                  THAT the agenda for the meeting be adopted as amended, as presented, by striking the following item:

- Directors' Reports

**CARRIED**

**MINUTES**

Minutes **It was moved and seconded**

216/24 THAT the Regular Board meeting minutes of July 11, 2024 be adopted as presented.

**CARRIED**

**REPORTS**

COW **It was moved and seconded**

217/24 THAT Committee of the Whole recommendation Nos. 1 – 5 of July 11, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Watershed 560 Agreement Recommendations on the Regional Water Strategy*

THAT the presentation, and letter dated July 11, 2024, from the Town of Gibsons Chief Resilience Officer, Emanuel Machado, and Director of Infrastructure Services, Trevor Rutley, regarding recommendations from the Town of Gibsons on the Sunshine Coast Regional Water Strategy be received for information;

AND THAT staff report back to the Board in 2024 with the implications and impacts of the Town of Gibsons recommendations as part of the Sunshine Coast Regional District Regional Water Strategy.

**Recommendation No. 2** *Water Supply Update*

THAT the verbal report titled Water Supply Update be received for information.

**Recommendation No. 3** *Volumetric Billing Project Update*

THAT the report titled Volumetric Billing Project Update be received for information;

217/24 cont.

AND THAT staff proceed with next steps as follows:

- i) complete water meter installations by mid-2025;
- ii) develop options for a comprehensive volumetric rate structure for the Board;
- iii) implement mock billing phases for the North and South Pender Harbour Water Services in 2025 and for the Regional Water Service in 2026; and,
- iv) transition to live billing for the North and South Pender Harbour Water Services in 2026 and for the Regional Water Service in 2027;

AND FURTHER THAT staff develop and action a communications strategy that informs the public on the SCRD's transition to volumetric billing.

**Recommendation No. 4** *2024 – 2034 Community Works Fund Agreement*

THAT the report titled 2024 - 2034 Community Works Fund Agreement be received for information;

AND THAT the Chair and Corporate Officer be authorized to sign the Agreement.

**Recommendation No. 5** *911 Service Antenna Colocation Agreements with RCMP*

THAT the report titled 911 Service Antenna Colocation Agreements with RCMP be received for information;

AND THAT the delegated authorities be authorized to sign the Agreements.

**CARRIED**

EAS

**It was moved and seconded**

218/24

THAT Electoral Area Services Committee recommendation Nos. 1 – 10 of July 18, 2024 be received, adopted and acted upon as follows:

218/24 cont.

**Recommendation No. 1** *District of Sechelt Director Attendance*

THAT District of Sechelt Director Alton Toth be authorized to attend and participate in the Electoral Area Services Committee Meeting of July 18, 2024.

**Recommendation No. 2** *Official Community Plan Amendment No. 6406.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Second Reading*

THAT the report titled Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 – Consideration of Second Reading be received for information;

AND THAT Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 be forwarded to the Board for consideration of Second Reading;

AND THAT Official Community Plan Amendment No. 640.6 and Zoning Amendment Bylaw No. 722.10 is consistent with the SCRD's 2024-2028 Financial Plan and 2011 Solid Waste Management Plan;

AND THAT a Public Hearing to consider Amendment Zoning Bylaw No. 640.6 and 722.10 be scheduled;

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

**Recommendation No. 3** *Development Permit DP000310 for 1020 Keith Road (Fortis BC)*

THAT the report titled Development Permit DP000310 for 1020 Keith Road (Fortis BC) – Electoral Area E be received for information;

AND THAT Development Permit DP000310 be issued.

**Recommendation No. 4** *Agricultural Land Commission Application ALR00026 (437 Hough Road)*

THAT the report titled Agricultural Land Commission Application ALR00026 (437 Hough Road) be received for information;

218/24 cont.

AND THAT Agricultural Land Commission Application ALR00026 (437 Hough Road) be forwarded to the ALC for review and decision;

AND FURTHER THAT the Agricultural Land Commission be requested to require the applicant to provide an agrologist report, stormwater management plan, topographical survey and fill plan to support the proposed Soil Use for Fill Application.

**Recommendation No. 5** *CRD Decision on Sue Big Oil Campaign*

THAT the report titled Reporting on Capital Regional District's Decision on Sue Big Oil Campaign be received for information.

**Recommendation No. 6** *Egmont/Pender Harbour (Electoral Area A) Advisory Planning Commission Minutes of June 26, 2024*

THAT the Egmont/Pender Harbour (Electoral Area A) Advisory Planning Commission Minutes of June 26, 2024 be received for information.

**Recommendation No. 7** *Halfmoon Bay (Electoral Area B) Advisory Planning Commission Minutes of June 25, 2024*

THAT the Halfmoon Bay (Electoral Area B) Advisory Planning Commission Minutes of June 25, 2024 be received for information.

**Recommendation No. 8** *Elphinstone (Electoral Area E) Advisory Planning Commission Minutes of June 25, 2024*

THAT the Elphinstone (Electoral Area E) Advisory Planning Commission Minutes of June 25, 2024 be received for information.

**Recommendation No. 9** *West Howe Sound (Electoral Area F) Advisory Planning Commission Minutes of June 25, 2024*

THAT the West Howe Sound (Electoral Area F) Advisory Planning Commission Minutes of June 25, 2024 be received for information.

**Recommendation No. 10** *Ports Monitors Committee Meeting Minutes of May 27, 2024*

THAT the Ports Monitors Committee Meeting Minutes of May 27, 2024 be received for information.

**CARRIED**



FIN

**It was moved and seconded**

219/24

THAT Finance Committee recommendation Nos. 1 – 5 of July 18, 2024 be received, adopted and acted upon as follows:

**Recommendation No. 1** *Sunshine Coast Regional District Q2 Corporate Financial Variance*

THAT the report titled Sunshine Coast Regional District Q2 Corporate Financial Variance be received for information;

AND THAT staff prepare an in-depth report on the Gibsons and District Fire Service deficit for Q3 2024.

**Recommendation No. 2** *Sunshine Coast Regional District Debt as at June 30, 2024*

THAT the report titled Sunshine Coast Regional District Debt as at June 30, 2024 be received for information.

**Recommendation No. 3** *Canada Community-Building Fund – Community Works Fund Update*

THAT the report titled Canada Community-building Fund – Community Works Fund Update be received for information.

**Recommendation No. 4** *Sunshine Coast Arena Water Well Investigation Report*

THAT the report titled Sunshine Coast Arena Well Water Investigation Report be received for information.

**Recommendation No. 5** *Budget Mandate*

THAT staff prepare options to pursue a budget mandate in the 2025 budget including limiting budget increases to our prior commitments going into 2025;

AND THAT these options be presented to the Board in Q3 2024.

**CARRIED**

RFP 2435501 **It was moved and seconded**

220/24 THAT the report titled Residential Curbside Collection, RFP 2435501 – Contract Award be received for information;

AND THAT the contract for Residential Curbside Collection be awarded to Salish Environmental Inc. in the amount up to \$8,220,000 (plus GST);

AND THAT the base budget for Refuse Collection [355] be increased starting in 2025 to reflect the new contract costs;

AND THAT the 2024-2028 Financial Plan be amended accordingly;

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

**CARRIED**

Contract Extension **It was moved and seconded**

221/24 THAT the report titled 2111601 HVAC Preventative Maintenance Repair Services – Contract Extension be received for information;

AND THAT the contract with K&R Commercial Refrigeration Ltd for HVAC preventive maintenance and repair services be extended for up to two (2) years;

AND THAT the contract with K&R Commercial Refrigeration Ltd be increased from \$99,390 to \$ 227,000 (excluding GST);

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

**CARRIED**

Contracts **It was moved and seconded**

222/24 THAT the report titled Contracts between \$50,000 and \$100,000 from April 1 to June 30, 2024, be received for information.

**CARRIED**

**Director Expenses      It was moved and seconded**

223/24                      THAT the report titled Director Constituency and Travel Expenses for Period Ending June 30, 2024 be received for information.

**CARRIED**

**AAP Results              It was moved and seconded**

224/24                      THAT the report titled Alternative Approval Process Results – *Gibsons / West Howe Sound Fire Protection Service Pumper Apparatus Replacement Project Loan Authorization Bylaw No. 765, 2024* be received for information.

**CARRIED**

**COMMUNICATIONS****EAA Review              It was moved and seconded**

225/24                      THAT the correspondence from Chris Trumpy, A/Chief Executive Assessment Officer and Associate Deputy Minister dated July 10, 2024 regarding legislative review of the *Environmental Assessment Act, 2018* be received for information.

**CARRIED**

**Community Forest      It was moved and seconded**

226/24                      THAT the correspondence from Warren Hansen, RPF, Managing Forester – Operations, Sunshine Coast Community Forest dated June 21, 2024 regarding 2024 – 2028 Community Forest Operating Plan, Sunshine Coast Community Forest be received for information.

**CARRIED**

**BCF Advisory            It was moved and seconded**

227/24                      THAT the correspondence from Silas White, Mayor, Town of Gibsons dated May 30, 2024 regarding BC Ferries Advisory Committee Community Engagement Procedures and associated correspondence be received for information.

227/24 cont. AND THAT the Board Chair prepare a letter of support in alignment with the suggestions made in correspondence from the Town of Gibsons to the BC Ferries Advisory Committee.

**CARRIED**

**BYLAWS**

Bylaw 765 **It was moved and seconded**

228/24 THAT *Gibsons / West Howe Sound Fire Protection Service Pumper Apparatus Replacement Project Loan Authorization Bylaw No. 765, 2024* be adopted.

**CARRIED**

Bylaw 764.1 **It was moved and seconded**

229/24 THAT the report titled 2024-2028 Financial Plan Bylaw Amendments be received for information;

AND THAT the 2024-2028 Financial Plan Bylaw (764.1) and related schedules be amended to include changes from February 23 to July 11, 2024.

**CARRIED**

Bylaw 764.1 **It was moved and seconded**

230/24 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 764.1, 2024* be read a first, second, and third time.

**CARRIED**

Bylaw 764.1 **It was moved and seconded**

231/24 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 764.1, 2024* be adopted.

**CARRIED**

**IN CAMERA****It was moved and seconded**

232/24

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

**CARRIED**

*The Board moved In Camera at 2:14 p.m.*

*The Board recessed the In Camera meeting at 6:25 p.m. on July 25, 2024 and reconvened at 9:34 a.m. on August 1, 2024.*

*The Board moved out of In Camera at 12:18 p.m.*

**RELEASE OF ITEMS FROM IN CAMERA**

SCREDO

**It was moved and seconded**

233/24

THAT the Sunshine Coast Regional District (SCRD) notify the Sunshine Coast Regional Economic Development Organization (SCREDO) of its intent to terminate its current agreement to provide economic development activities;

AND THAT payment of up to \$123,000 be approved to pay for 2023 expenses to SCREDO from the SCRCD's portion of the 2021/2022 accrued SCREDO funding;

AND THAT for 2024, the SCRCD approve payment of up to \$25,000 to the SCREDO;

AND THAT the SCRCD approve up to \$10,000 (approximately 2/3), funded from the remaining accrued balances for the SCRCD, as part of a cost share with the District of Sechelt to the end of 2025 to ensure the ongoing Economic Development websites remain active;

AND THAT for 2025 there be a nil tax requisition and remaining amounts from 2022, and 2024 funds raised to pay the SCREDO be returned to taxpayers of the rural areas economic development services [531-535];

233/24 cont.                   AND THAT the draft 2025-2029 Financial Plan be amended;

AND THAT the SCRD work with the District of Sechelt and prior funding partners (Town of Gibsons and shíshálh Nation) on opportunities to work together on next steps related to economic development on the Sunshine Coast.

AND FURTHER THAT this report and related resolutions be released to the District of Sechelt.

**CARRIED**

Major Claims               **It was moved and seconded**

234/24                       THAT a consent dismissal of the Supreme Court action brought by Knight and Mackenzie be sought;

AND FURTHER THAT Counsel be instructed to offer to waive costs as part of a consent dismissal.

**CARRIED**

New Brighton              **It was moved and seconded**

235/24                       THAT a feasibility study be undertaken to explore options for the ownership and operations of the New Brighton Dock;

AND THAT a preliminary budget of \$25,000, through 2025 taxation be approved for the Area F Feasibility Service [155];

AND THAT a subsequent report be presented to a September Committee to outline scope of the SCRD’s role in the project, including options on possible SCRD service structure, cost implications, and service delivery models;

AND THAT the 2024-2028 Financial Plan Bylaw be amended accordingly;

AND THAT the SCRD Board maintain the position that the Province of British Columbia is the appropriate authority to maintain jurisdiction for the New Brighton dock as a critical marine highway;

235/24 cont. AND FURTHER THAT the SCRD Board will continue advocacy work with the Province of British Columbia and other external and affected agencies.

**CARRIED**

Governance **It was moved and seconded**

236/24 THAT the Board approve the proposed actions and timelines for enhancing Board governance and Board/staff integration;

AND THAT staff be directed to implement the new staff report template and processes starting in Q1 2025.

**CARRIED**

**ADJOURNMENT** **It was moved and seconded**

237/24 THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 12:19 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

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

\_\_\_\_\_  
Chair



## SUNSHINE COAST REGIONAL DISTRICT

AUGUST 9, 2024

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

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<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors	District of Sechelt	A. Toth
		Electoral Area B	J. Gabias
		Electoral Area D	K. Backs (part)
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster (part)
		Town of Gibsons	S. White (part)
		shíshálh Nation Gov. District	P. Paul
<b>ALSO PRESENT:</b>	Senior Manager, Human Resources		G. Parker
	A / Corporate Officer		K. Wiebe
	Media		1
	Public		0

*\*Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

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**CALL TO ORDER**      **12:08 p.m.**

**AGENDA**              **It was moved and seconded**

238/24                  THAT the agenda for the meeting be adopted as presented

**CARRIED**



**IN CAMERA**

**It was moved and seconded**

239/24

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), and (i) of the Community Charter – “personal information about an identifiable individual...”, “labour relations or other employee relations;”, “the receipt of advice that is subject to solicitor-client privilege...”

**CARRIED**

*The Board moved In Camera at 12:09 p.m.*

*The Board moved out of In Camera at 2:14 p.m.*

**ADJOURNMENT**

**It was moved and seconded**

240/24

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:14 p.m.

Certified correct \_\_\_\_\_

Corporate Officer

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

\_\_\_\_\_

Chair

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

**July 25, 2024**

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RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

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<b>PRESENT:</b>	Chair	Town of Gibsons	S. White
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt Sechelt Nation	L. Lee J. Gabias K. Backs D. McMahon K. Stamford A. Toth D. Inkster P. Paul
<b>ALSO PRESENT:</b>	Acting Chief Administrative Officer		T. Perreault
	Corporate Officer		S. Reid
	GM, Infrastructure Services		R. Rosenboom (part)
	GM, Planning and Development		I. Hall (part)
	GM, Community Services		S. Gagnon (part)
	Senior Manager, Human Resources		G. Parker (part)
	Manager, Communications		A. Buckley (part)
	Manager, Transit and Fleet		A. Kidwai (part)
	GM, Planning and Development		I. Hall (in part)
	Manager, Asset Management		K. Doyle (part)
	Deputy Corporate Officer/Recorder		K. Wiebe
	Media	1	
	Public	0	

*\*Directors, staff, and other attendees present for the meeting may have participated by means of electronic or other communication facilities.*

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**CALL TO ORDER** 9:32 a.m.

**AGENDA** The agenda was adopted as presented.

**IN CAMERA**

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

*The Committee moved In Camera at 9:02 a.m.*

*The Committee recessed at 10:00 a.m. and reconvened at 10:08 a.m.*

*The Committee moved out of In Camera at 10:08 a.m.*

**REPORTS**

**Recommendation No. 1**      *Corporate and Administrative Services – Semi Annual Report for January to June 2024*

The Committee of the Whole recommended that the report titled Corporate and Administrative Services – Semi Annual Report for January to June 2024 be received for information.

**Recommendation No. 2**      *Asset Management Update*

The Committee of the Whole recommended that the report titled Asset Management Update be received for information.

**Recommendation No. 3**      *Budget Project Status Report – July 2024*

The Committee of the Whole recommended that the report titled Budget Project Status Report – July 2024 be received for information.

**Recommendation No. 4**      *Planning and Development Department 2024 Q2 Report*

The Committee of the Whole recommended that the report titled Planning and Development Department 2024 Q2 Report be received for information.

**Recommendation No. 5**      *Community Services Department 2024 Q2 Report*

The Committee of the Whole recommended that the report titled Community Services Department 2024 Q2 Report be received for information.

**Recommendation No. 6**      *Fare Free Transit for Youth (S-PASS) Implementation Update*

The Committee of the Whole recommended that the report titled Fare Free Transit for Youth (S-PASS) Implementation Update.

**Recommendation No. 7**      *Infrastructure Services Department – 2024 Q2 Report*

The Committee of the Whole recommended that the report titled Infrastructure Services Department – 2024 Q2 Report be received for information.

**IN CAMERA**

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

*The Committee reconvened the In Camera portion of the meeting at 11:11 a.m.*

*The Committee moved out of In Camera at 12:16 p.m.*

**ADJOURNMENT**                      12:17 p.m.

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Committee Chair

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 12, 2024

**AUTHOR:** Marc Sole, Manager, Solid Waste Services

**SUBJECT:** SECHELT LANDFILL EMERGENCY SCALE REPLACEMENT

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## RECOMMENDATION(S)

- (1) **THAT the report titled Sechelt Landfill Emergency Scale Replacement be received for information;**
  - (2) **AND THAT a new permanent scale for the Sechelt Landfill be approved at a cost of up to \$150,000 and funded from [350] Landfill Operating Reserves;**
  - (3) **AND THAT the delegated authorities be authorized to execute any agreements related to the procurement of this new scale;**
  - (4) **AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.**
- 

## BACKGROUND

This summer, the Sechelt Landfill scale was showing signs of a rapid deterioration in the concrete driving surface. Staff engaged a qualified assessment, and it was concluded that it was no longer safe to operate.

The scale is critical in delivering the service at the Sechelt Landfill and enables the charging of materials received at the site by weight. In the absence of a scale, *Sanitary Landfill Site Bylaw No. 405* only permits compliant items to be received at the minimum charge under the bylaw, which has significant financial implications for the solid waste services provided by the Sunshine Coast Regional District (SCRD).

The purpose of this report is to seek Board approval to procure a new permanent scale at the Sechelt Landfill.

## DISCUSSION

### *Analysis*

The scale is over 30 years old, which is well above the anticipated useful life of this type of asset. The assessment determined that the current scale could not be repaired as the failure was the result of the cross beams under the concrete deck that had rusted out.

Because the scale had to be closed, it was no longer feasible to charge for materials received per weight. Therefore, the minimum charge permitted under Bylaw No. 405 was

implemented and staff began investigating sourcing a temporary alternative until a long-range plan could be established.

A temporary rental scale was sourced and installed at the site on September 3 and 4. This required the closure of the landfill. The cost of sourcing a rental scale will mitigate most of the financial losses while a new permanent scale is acquired. The procurement, fabrication, installation and commissioning of a new scale could take several months; therefore, it is recommended that this be carried out as soon as possible.

#### *Financial Implications*

The losses due to the scale failure (lost revenue), the installation of the temporary scale and associated monthly rental is estimated at upwards of \$100,000. These costs and loss revenue will be factored into the 2024 Q3 variance and have been absorbed through the current budget.

A new permanent scale is estimated at a cost of up to \$150,000, which is proposed to be funded from the Landfill Operating Reserves. Currently, the Landfill Operating reserve has \$1,156,194 available in uncommitted funds. This will require a 2024-2028 Financial Bylaw amendment.

#### *Timeline for next steps or estimated completion date*

If the Board approves the purchase of a new permanent scale at the Sechelt Landfill, staff will initiate procurement immediately. A new scale is expected to take up to six months to construct and install. The removal of the rental scale will also need to be coordinated with the installation of the new scale.

#### *Communications Strategy*

A site closure will be required to remove the rental scale and install the new scale. Once a timeline is established for the delivery and installation of a new permanent scale, staff will implement a communications plan to notify residents and commercial users of the Sechelt Landfill when this site closure will occur. Communication about this site closure will occur several weeks prior and include messaging on the SCRD's social media pages and website, as well as ads in the local newspaper, signage at the Landfill, and direct email communication with commercial account holders.

#### **STRATEGIC PLAN AND RELATED POLICIES**

n/a

**CONCLUSION**

The scale at the Sechelt Landfill has failed and the site is currently using a rental scale.

A recommendation is proposed that a new permanent scale be procured at a cost of up to \$150,000, to be funded from Operating Reserves.

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

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 12, 2024

**AUTHOR:** Marc Sole, Manager, Solid Waste Services

**SUBJECT:** LANDFILL ENGINEERING CONSULTING SERVICES - CONTRACT AMENDMENT

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### RECOMMENDATION(S)

- 1) **THAT the report titled Landfill Engineering Consulting Services – Contract Amendment be received for information;**
  - 2) **AND THAT the contract with Trace Associates Inc. (previously XCG Consulting Limited) for general landfill engineering services be increased by \$46,240 to \$533,240 (excluding GST);**
  - 3) **AND THAT the delegated authorities be authorized to execute the contract;**
  - 4) **AND THAT the Sechelt Internet Connectivity project be reduced by \$17,424 and reallocated to the Sechelt Landfill Regulatory Reporting project;**
  - 5) **AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.**
- 

### BACKGROUND

At the May 9, 2024, regular Board meeting, the following resolution was passed:

132/24                    **Recommendation No. 3**    *Landfill Engineering Services – Contract Amendment*  
(in part)

AND THAT the contract (2135003) with XCG Consulting Limited be increased by \$101,200 to \$487,000 (plus GST);

Trace Associates Inc. (previously XCG Consulting Limited) is in the third year of a five-year contract with the Sunshine Coast Regional District (SCRD) for the provision of consulting engineering services to assist in the operation and regulatory reporting for SCRD landfills and transfer stations. The current contract value is \$487,000 and has provisions for additional work on an as needed basis, subject to a proposal submission by Trace Associates and approval by the SCRD.



The purpose of this report is to seek Board approval to amend the SCRD’s contract with Trace Associates to include additional regulatory reports required under the Sechelt Landfill Operational Certificate (OC), and additional regulatory work related to the pending OC amendment that will be issued by the province for the Contact Water Pond Relocation Project in the upcoming months. In addition, to amend the Financial Plan to fund the additional cost associated with the reporting. As the contract value is above \$100,000, any amendments require Board approval.

**DISCUSSION**

As part of the 2024 budget process the Board approved a budget to complete several regulatory reports required under the Sechelt Landfill OC. As part of the Contact Water Pond Relocation Project, the SCRD applied to the Province for an amendment of the OC. The SCRD has now received a final draft OC and anticipate receiving the final amended certificate shortly. One of the new requirements of this OC will be that the disposal of asbestos containing materials (except drywall) can only be continued at the Sechelt Landfill if the SCRD were to apply for a Hazardous Waste Registered Site Authorization. To avoid any service level disruptions, this application would need to be submitted to the Province in short order. Staff are therefore recommending reallocating unspent existing project funds to prepare the required documents in support of such an application in the upcoming months.

This contract amendment request is for the provision of required regulatory reports and Hazardous Waste Registered Site Application documentation that will be required under the new OC being issued for the Contact Water Pond Relocation Project.

The total proposed cost is \$46,240 (plus GST). This contract amendment would increase Trace Associates’ total contract value to \$533,240 as noted in Table1.

Table 1: Total Amended Contract Value

	<b>Value</b>
Current Contract	\$487,000
Proposed Amendment	\$46,240
<b>Total</b>	<b>\$533,240</b>

*Financial Implications*

The proposed contract amendment value requires an amendment to the Financial Plan due to previous work exceeding anticipated budget allocations. Staff have identified extra funds in the Internet Connectivity Capital Project budget that could be transferred into the Regulatory Projects budget to make up part of the difference. The Internet Connectivity project is funded from Landfill Operating Reserves. The remaining difference for the

Hazardous Waste Registered Site Application Documentation can be absorbed by the operating base budget. The additional funds required are shown in Table 2 below.

Table 2: Financial Plan Amendments

	<b>Current Available Budget</b>	<b>Additional Budget Required</b>	<b>Funding Source</b>
Regulatory Reporting	\$13,816	\$17,424	Reallocation of funds from Sechelt Landfill Internet Connectivity project
Hazardous Waste Registered Site Application Documentation	\$0	\$15,000	Operating base budget
<b>Total</b>		<b>\$32,424</b>	

*Timeline for next steps*

Following Board adoption, staff will prepare an amended contract for signing by the delegated authorities.

It is anticipated that additional projects may be added to the contract each year as projects are approved through the budget process. Given the total contract value for this service is above \$100,000, staff reports seeking Board authorization to amend the contract value will be brought forward as needed.

**STRATEGIC PLAN AND RELATED POLICIES**

This staff report is aligned with the Board’s Service Delivery Focus Area of Solid Waste Solutions: Optimize use of Sechelt landfill site to bridge to future long-term waste disposal solutions.

**CONCLUSION**

The purpose of this report is to amend the SCRD’s contract with Trace Associates Inc. to ensure that regulatory requirements related to the Sechelt Landfill Operational Certificate are met. The updated contract value is \$533,240 (excluding GST). A Financial Plan amendment is required to complete this work.

Reviewed by:			
Manager		Finance	X - A. Taylor
GM	X - R. Rosenboom	Legislative	
A/CAO	X-T.Perreault	Purchasing	X - V. Cropp

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 12, 2024

**AUTHOR:** Marc Sole, Manager, Solid Waste Services

**SUBJECT:** VERTICAL EXPANSION AND WASTE EXPORT FEASIBILITY STUDY AND VERTICAL EXPANSION ENGINEERING, RFP 2435202 – CONTRACT AWARD

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## RECOMMENDATION(S)

- (1) THAT the report titled Vertical Expansion and Waste Export Feasibility Study and Vertical Expansion Engineering, RFP 2435202 – Contract Award be received for information;**
  - (2) AND THAT the contract for the Vertical Expansion and Waste Export Feasibility Study and Vertical Expansion Engineering be awarded to Sperling Hansen Associates in the amount up to \$130,000 (plus GST);**
  - (3) AND THAT this contract be funded from Future Long-Term Solid Waste Disposal Options - Phase 2 (\$79,500) and Vertical Expansion Sechelt Landfill – Design Phase (\$50,500);**
  - (4) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
- 

## BACKGROUND

At the February 8, 2024, Board meeting the following resolution was adopted:

038/24 **Recommendation No. 2** *Future Long-Term Solid Waste Disposal Options*  
(in part)

AND THAT as part of the next steps for the Future Long-Term Solid Waste Disposal Options project:

- a) Staff undertake a detailed feasibility study for exporting waste; and,
- b) Staff engage with Sunshine Coast local governments, First Nations, interested parties and residents on the feasibility of future solid waste disposal options in support of the Solid Waste Management Plan Update process and the future of solid waste management on the Sunshine Coast.

As part of the 2024 Budget Process the Board approved a budget of \$165,000 to assess the feasibility potentially and undertake engineering design and permitting for a vertical expansion to the Sechelt Landfill.

A Request for Proposal (RFP) 2435202 sought a qualified contractor to provide two comprehensive feasibility studies, including an assessment of waste export as a long-term waste disposal option, and options for a vertical expansion at the Sechelt Landfill, as well as a business case comparing the two scenarios. The primary objective of this project is to gain an understanding of project intricacies and to identify the costs for both waste export and vertical expansion, to be presented at a future Solid Waste Summit involving local governments and First Nations, and to inform future Board decisions.

In 2021, the Sunshine Coast Regional District (SCRD) conducted a Future Waste Disposal Options Analysis Study that explored constructing a waste export transfer station and siting of a new landfill on the Sunshine Coast. That study provided a high-level overview of what the capital and operating costs would be for a waste export transfer station. The work proposed by Sperling Hansen Associates will build upon this study by providing a detailed timeline for constructing a waste export transfer station including permitting, stakeholder and First Nation's engagement, as well as timelines and updated costs for construction and operation. This new study will also investigate off-coast disposal and recycling options to provide the SCRD with a better understating of the complexities and systems involved in exporting waste.

A new item not explored in the 2021 study is an option to construct a vertical expansion within the current limit of waste at the Sechelt Landfill. This option was identified during the 2023 investigation into options for siting a new landfill. The regulatory and technical feasibility of constructing a retaining wall around the perimeter of the landfill to allow for additional waste burial above what is currently possible at the site will be explored as part of this work. If feasible, this project may provide additional landfill life past 2030 and provide much needed time to further explore long-term waste disposal options on the Coast.

Dependent on the outcome of the feasibility studies, the Regional District may request that the Contractor provide additional engineering services associated with the preliminary design and permitting of a vertical expansion at the Sechelt Landfill or additional assessments and plan development related to exporting waste.

The purpose of this report is to seek Board approval to enter into an agreement for the provision of vertical expansion and waste export feasibility studies, with the option for further engineering work related to either scenario based on future Board direction.

## **DISCUSSION**

### *Analysis*

One compliant proposal was received. Staff recommend that a contract be awarded to Sperling Hansen Associates. Their proposal met the specifications as outlined in the RFP.

*Financial Implications*

The contract value for the development of the waste export and vertical expansion feasibility studies is \$130,000 (plus GST) and falls within the existing budget available for these studies, as indicated in the table below.

<b>Project</b>	<b>Available budget (not including GST)</b>	<b>Contract value (not including GST)</b>
Vertical Expansion Sechelt Landfill – Design Phase	\$152,757	\$50,500
Future Long-Term Solid Waste Disposal Options – Phase 2	\$186,364	\$79,500

*Timeline for next steps*

Should the Board enter into this agreement, staff will initiate the project as soon as possible. Based on the project schedule provided by Sperling Hansen Associates, the feasibility studies are expected to be completed by Q2, 2025.

*Communications Strategy*

This work will inform future Solid Waste Management Plan engagement sessions with the public in 2025. A comprehensive communications plan for future public engagement on the new Solid Waste Management Plan is under development and will be presented to the Board prior to implementation.

**STRATEGIC PLAN AND RELATED POLICIES**

This staff report is aligned with the Board’s Service Delivery Focus Area of Solid Waste Solutions: Optimize use of Sechelt Landfill site to bridge to future long-term waste disposal solutions.

**CONCLUSION**

A procurement process for a contractor to provide two comprehensive feasibility studies on waste export and vertical expansion options at the Sechelt Landfill was completed in accordance with the SCRD’s Procurement Policy.

It is recommended that the contract be awarded to the successful proponent, Sperling Hansen Associates, in the amount up to \$130,000 (plus GST).

Reviewed by:			
Manager		Finance	X- A. Taylor
GM	X - R. Rosenboom	Legislative	
A/CAO	X-T.Perreault	Purchasing	X - V. Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 12, 2024

**AUTHOR:** Sandi Bandara, Environmental Planning Coordinator, Utility Services

**SUBJECT:** **REQUEST FOR QUOTATION 2411603 CONTRACT AWARD FOR LABORATORY SERVICES FOR WATER SAMPLING**

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### RECOMMENDATION(S)

- 1) THAT the report titled Request for Quotation 2411603 Contract Award for Laboratory Services for Water Sampling be received for information;**
  - 2) AND THAT the contract for the Laboratory Services for Water Sampling be awarded to Element Materials Technology Canada Inc. in the amount up to \$261,100 (plus GST);**
  - 3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
- 

### BACKGROUND

The Sunshine Coast Regional District (SCRD) currently owns and operates several critical wastewater treatment facilities, landfills, and water systems, located throughout the Regional District. To maintain the quality and safety of these systems, laboratory services are needed to analyze drinking water, wastewater, surface water, and groundwater samples. These services are essential to meet the regulatory requirements set forth by the Vancouver Coastal Health Authority (VCH), the Ministry of Environment and Climate Change Strategy, and the Canadian Drinking Water Guidelines.

The Utilities Services and Solid Waste Divisions collect drinking water, wastewater, and surface and ground water samples from these systems and analyze these samples for an extended list of parameters to comply with all regulatory requirements regarding testing and reporting.

### DISCUSSION

In accordance with the SCRD's Procurement Policy, Request for Quotation (RFQ 2411603) for Laboratory Services for Water Sampling was issued on June 17, 2024. The contractor would provide laboratory services in compliance with the SCRD's requirements, including

routine sampling, analysis, and reporting for drinking water, wastewater, surface water, and groundwater. The contract is for a three-year period, with the option to extend up to an additional two-years at the sole discretion of the Regional District.

Following the standard advertising and solicitation process, multiple proposals were received. An evaluation committee, chaired by Purchasing staff and including members from relevant departments, reviewed and scored the submissions against the criteria outlined in the RFQ. Element Materials Technology Canada Inc. emerged as the successful proponent, meeting specifications and providing the most competitive quote.

*Financial Implications*

The total cost for laboratory services over the contract period is \$237,354. A 10% contingency in the amount of \$23,746 has been added to this amount, bringing the total contract value up to \$261,100, which will be funded through existing applicable base budgets.

**STRATEGIC PLAN AND RELATED POLICIES**

This staff report is aligned with the Board’s Service Delivery Focus Area of Water Stewardship: Continue to secure reliable and diverse water sources across the Sunshine Coast and support efficient water use while fostering responsible stewardship of this critical resource.

**CONCLUSION**

In accordance with the SCRD Procurement Policy, RFQ 2411603 was issued for the provision of laboratory services for water sampling across the SCRD’s water, wastewater, and solid waste systems. Staff recommend awarding the contract to Element Materials Technology Canada Inc. for a total contract value of up to \$261,100 (plus GST). This contract will ensure ongoing monitoring and compliance of the SCRD’s water and wastewater facilities, as well as Solid Waste operations, in accordance with all relevant regulatory standards.

Reviewed by:			
Manager	X - S. Walkey	Finance	X- A. Taylor
GM	X - R. Rosenboom	Legislative	
A/CAO	X-T.Perreault	Purchasing	X - V. Cropp

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 12, 2024

**AUTHOR:** Nancy Hughes, Emergency Management Coordinator

**SUBJECT:** **COMMUNITY EMERGENCY PREPAREDNESS FUND – APPROVAL AND ACCEPTANCE OF 2024 EVACUATION ROUTE PLANNING GRANT**

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## RECOMMENDATION(S)

- (1) THAT the report titled Community Emergency Preparedness Fund - Approval and Acceptance of 2024 Evacuation Route Planning Grant be received for information;**
  - (2) AND THAT the Sunshine Coast Regional District (SCRD) accepts the Community Emergency Preparedness Fund grant for 2024 Evacuation Route Planning valued at \$119,570;**
  - (3) AND THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions;**
  - (4) AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.**
- 

## BACKGROUND

The SCRD Board passed the following resolution on March 14, 2024:

**076/24**    **Recommendation No. 5**    *Community Emergency Preparedness Fund Grant Application – Evacuation Route Planning*

AND THAT the grant application of up to \$120,000 for the Community Emergency Preparedness Fund – Evacuation Route Planning be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND THAT the Sunshine Coast Regional District supports the Evacuation Route Planning project and is willing to provide overall grant management;

AND FURTHER THAT requests for resolution of support for the Sunshine Coast Regional District's grant application be forwarded to shíshálh Nation Government District, District of Sechelt and Town of Gibsons.

The Community Emergency Preparedness Fund - Evacuation Route Planning grant was applied for on April 18, 2024. On August 29, 2024 the SCRD was informed that the application was successful.



The purpose of this report is to update the Board on the successful grant application, accept the Community Emergency Preparedness Fund grant and request that the Evacuation Route Planning project and funding be included in the 2024-2028 Financial Plan.

**DISCUSSION**

An application was submitted to the UBCM Community Emergency Preparedness Fund program on behalf of the Sunshine Coast Emergency Program (SCEP) in order to develop a Regional Evacuation Plan for the lower Sunshine Coast.

The plan will identify and provide capacity of available routes for egress, methods of evacuation, modes of transportation (including marine), anticipated speed of progression related to local hazards and other factors that impact functionality of evacuation routes.

*Organizational and Intergovernmental implications*

The Sunshine Coast Emergency Program is providing overall grant management for this project on behalf of each local government “sub applicant”: shíshálh Nation Government District, District of Sechelt, Town of Gibsons and the SCRD Electoral Areas.

*Financial Implications*

The approved \$119,570 grant funds will cover 100% of the associated project costs. The funds be issued to the SCRD and will provide the ability for the Sunshine Coast Emergency Program to work with a contractor to develop regional evacuation plans for the coast.

*Timeline for next steps or estimated completion date*

Following Board approval, the grant agreement will be signed by the delegated authorities and returned to UBCM to formally accept the grant and agree to the Terms & Conditions.

The deadline to complete all activities is August 29, 2025.

**STRATEGIC PLAN AND RELATED POLICIES**

n/a

**CONCLUSION**

The SCRD’s grant application for the CEPF Evacuation Route Planning program was successful. This report recommends approval and acceptance of the grant and inclusion of the project in the Five Year (2024-2028) Financial Plan.

Reviewed by:			
Manager		Finance	X- A. Taylor
GM		Legislative	
A/CAO	X-T.Perreault	Risk Mgmt.	

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 12, 2024

**AUTHOR:** Jesse Waldorf, Manager, Capital Projects

**SUBJECT:** **EASTBOURNE GROUNDWATER DEVELOPMENT - DISASTER RESILIENCE AND INNOVATION FUNDING - GRANT FUNDING APPLICATION**

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## RECOMMENDATION(S)

- 1) THAT the report Eastbourne Groundwater Development - Disaster Resilience and Innovation Funding - Grant Funding Application be received for information;**
  - 2) AND THAT staff be directed to submit an application for grant funding through the Disaster Resilience and Innovation Funding (DRIF) program for the Eastbourne Groundwater Development Project for a total of \$1,500,000.**
- 

## BACKGROUND

The Disaster Resilience and Innovation Funding (DRIF) program provides financial support for infrastructure projects that enhance community resilience to natural disasters and promote environmental sustainability. The program can fund up to 100% of project costs, with a maximum of \$5 million per proponent.

In 2020, the Sunshine Coast Regional District (SCRD) initiated a desktop study to review the existing water supply and usage to determine the current water supply deficit for the Eastbourne Water System on Keats Island and make recommendations on how to address this deficit. It was determined that the current source supply wells and distribution system are insufficient to satisfy the current and future water supply demands. The water supply deficit for the system is 26m<sup>3</sup>/day. This is based on a target demand of 47m<sup>3</sup>/day, which guarantees the water supply to the residents 365 days per year. The maximum water use by the residents would remain at about 20% of the average use in other SCRD water systems.

The desktop study recommended further exploration to identify additional and supplementary water sources for the system. These sources would reduce the supply deficit and add reliance to the existing shallow wells, which are more vulnerable to fluctuations in precipitation.

In late 2021, a Request for Proposal (RFP) for the above-mentioned groundwater development project was issued, and a contract was awarded to ISL Engineering and Land Services Ltd. (ISL) in April 2022. The contracts Scope of Work included drilling three new test wells in the areas identified in the Phase 1 desktop study, completion of conceptual design

engineering, completion of preliminary construction cost estimates, initiation of permitting, and focus on assessing the possibilities to improve the water supply and redundancy for the system.

The Eastbourne Groundwater Development Project focuses on developing a sustainable and resilient water supply system for the Eastbourne community on Keats Island, located in Electoral Area F. The project follows the exploration phase, which identified Well 1 and Well 3 as viable sources. These wells would be further developed to secure the community's water needs.

## **DISCUSSION**

### *Project Description*

The exploration phase of the Eastbourne Groundwater Development Project has been completed, confirming Well 1 and Well 3 as reliable groundwater sources. The next phase involves the final design and construction, which includes:

- **Production Wells:** Installation of pumps and associated infrastructure in Well 1 and Well 3.
- **Watermains:** Construction of additional watermains to connect the new wells to the existing distribution system.
- **Upgraded Treatment Facilities:** Enhancements to the water treatment infrastructure to accommodate the increased supply and ensure water quality.

These components are critical to addressing the Eastbourne community's long-term water supply needs and are based on recommendations in the December 2023 Eastbourne Groundwater Development Engineering Report. Subsequent to the presentation of these results to the Board, the SCRD received indications that the community support for the recommended infrastructure upgrades was not well understood and supported. Staff therefore conducted community engagement during the summer of 2024 to confirm the community support for this project and identify opportunities to adjust the scope of the project to increase the alignment with community expectations. While there were some items identified to be considered in the future project phases, there are no concerns identified that would justify not proceeding with this project.

### *Project Rationale*

The Eastbourne community has faced water supply challenges due to limited infrastructure and the impacts of climate change. The development of the proposed two new wells is essential to maintain or slightly enhance the current service level in water supply and mitigate risks to the community water supply associated with a malfunctioning of one of the existing wells. The proposed final design and construction phase will secure these groundwater sources and integrate them into the community's water system, enhancing resilience and sustainability.

## **Financial Implications**

During the Board meeting held on November 9, 2023, staff were directed to initiate the preparation of a Request for Proposal (RFP) for preliminary engineering services. This included detailed design, permitting, and the preparation of tender-ready documents for Wells 1 and 3, as well as auxiliary infrastructure for the Eastbourne Water System, with a budget of \$1.5 million. At that time staff also indicated that the cost-estimate to complete the proposed works could exceed the approved budget. During the 2024 budget process the Board directed staff to delay further action pending the outcome of community consultations to be conducted in 2024.

The approved budget for the final design and construction phase of the Eastbourne Groundwater Development Project is \$1.5 million. As the existing technical documentation supports a grant application for this amount, staff recommend submitting an application to the Disaster Resilience and Innovation Funding (DRIF) program for this amount.

It will depend on if the application is successful if the awarded amount will cover all or part of the currently estimated costs. Given that the estimated project cost could increase as the project advances, the grant funding would reduce the need for additional SCRD financial contributions beyond what has already incurred for staff time and community consultation (\$3,500 estimated to date).

If a grant is awarded, staff will bring forward a report with the financial implications of the project and recommendations on proposed minor scope changes based on the community consultation completed this summer.

## **Timeline and Next Steps**

Assuming the SCRD applies by September 15, 2024, and is successful in receiving the DRIF grant in January 2025, the following outlines the next steps for the Eastbourne Groundwater Development Project:

Q1 2025:

- Report to Board about Grant award, financial implications and project timeline.
- Issue an RFP for the final design, permitting, and water licensing for Wells 1 and 3.
- Engage with First Nation as part of water licensing and design.

Q2 - Q3 2025:

- Proceed with the completion of the final design and permitting.
- Complete engagement with First Nations.

Q4 2025:

- Finalize the construction tender process and award the construction contract following the SCRD Board's formal 2025 budget adoption.
- Begin construction activities.

Q4 2025 - Q1 2026:

- Proceed with construction and aim for substantial completion by the end of 2025.
- Commission and bring the new infrastructure online, ensuring full operational status by early 2026.

This timeline is contingent on the grant award in January 2025 and assumes prompt progression through design, permitting, and construction phases. Regular updates will be provided to the SCRD Board throughout the process to ensure alignment with project goals and timelines. If the grant is awarded, the actual project timeline will be confirmed and communicated to the Board and the Eastbourne community.

**STRATEGIC PLAN AND RELATED POLICIES**

This staff report is aligned with the Board’s Service Delivery Focus Area of Water Stewardship: Continually improve the operations of all the Regional District’s aging water systems; and, Continue to explore, enhance and develop groundwater and surface water sources.

**CONCLUSION**

The Eastbourne Groundwater Development Project is a critical infrastructure initiative that will significantly improve the resilience of the Eastbourne community’s water supply. Given the eligibility of this project for full funding under the DRIF program, it is recommended that the Board support the submission of a grant application to secure funding for the final design and construction phase, as outlined in the December 2023 Eastbourne Groundwater Development Engineering Report.

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

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Regular Board – September 12, 2024

**AUTHOR:** Sherry Reid, Corporate Officer

**SUBJECT: MUNICIPAL TICKET INFORMATION SYSTEM BYLAW AND BYLAW NOTICE ENFORCEMENT BYLAW AMENDMENTS**

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## RECOMMENDATIONS

**THAT the Municipal Ticket Information System Bylaw and Bylaw Notice Enforcement Bylaw Amendments report be received for information;**

**AND THAT the Board proceed with readings and adoption of amendment Bylaws 558.13 and 638.14.**

---

## BACKGROUND

Violations of SCRD zoning bylaws 722 and 337 are ticketable offences per established fine schedules set out in the Municipal Ticket Information System Bylaw and the Bylaw Notice Enforcement Bylaw. Amendments to ticketing bylaws must be made from time to time to update references to section numbering that may have changed as a result of amendments made to the corresponding zoning bylaws.

## DISCUSSION

The fine schedules and section references in the Municipal Ticket Information System Bylaw and the Bylaw Notice Enforcement Bylaw require amendments to ensure they align with the corresponding provisions set out in SCRD zoning bylaws No. 722 and 337.

## CONCLUSION

Staff recommend amendment Bylaws 558.13 and 638.14, as provided as part of this agenda, be given three readings and be adopted to bring the fine schedules into alignment with the corresponding provisions set out in Zoning Bylaws 722 and 337.

Reviewed by:			
Manager		Finance	
GM		Legislative	
A/CAO	T.Perreault	Other	

# SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – September 12, 2024

**AUTHOR:** Rob Michael, Fire Chief, Gibsons & District Volunteer Fire Department

**SUBJECT:** COMMUNITY RESILIENCY INVESTMENT PROGRAM – APPROVAL OF 2024 AND 2025 FIRESMART COMMUNITY FUNDING AND SUPPORTS GRANT

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## RECOMMENDATION(S)

- (1) **THAT the report titled Community Resiliency Investment Program – Approval of 2024 and 2025 FireSmart Community Funding and Supports Grant be received for information;**
  - (2) **AND THAT the Sunshine Coast Regional District (SCRD) accepts the Community Resiliency Investment Program grant for 2024 and 2025 FireSmart Community Funding and Supports valued at \$1,500,000;**
  - (3) **AND THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions;**
  - (4) **AND THAT the 2024 and 2025 FireSmart Community Funding and Support project, including up to 4.5 full-time equivalent staff (temporary grant-funded) positions, be incorporated into the Sunshine Coast Emergency Planning function [222];**
  - (5) **AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly;**
- 

## BACKGROUND

The SCRD Board adopted the following resolution on February 8, 2024:

**038/24**      **Recommendation No. 5** *Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports Grant Application*

THAT the report titled Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports Grant Application be received for information;

AND THAT a grant application of up to \$1,500,000 for Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District (SCRD);

AND THAT the SCRD supports the project and is willing to provide overall grant management;

AND FURTHER THAT requests for resolutions of support be forwarded to the Town of Gibsons, District of Sechelt and Shishalh Nation Government District.

The Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports Grant was applied for on April 29, 2024. On August 14, 2024 the SCRD was informed that the application was successful.

The purpose of this report is to update the Board on the successful grant application, accept the Community Resiliency Investment Program grant and request that the FireSmart 2.1 project, including up to 4.5 FTE, be added to the 2024-2028 Financial Plan.

## **DISCUSSION**

An application to UBCM was submitted to seek funding for the Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports Grant Application program. UBCM provided notice on August 14, 2024 that the SCRD had received the total amount of funding requested (\$1,500,000). An agreement to accept the grant was subsequently provided to SCRD.

### *Organizational and Intergovernmental Implications*

FireSmart 2.1 is a regional program and staff will work closely with other local governments for the implementation of the program. However, the SCRD will provide overall grant and program management.

The grant application fully funds the program and has provisions for support services built in.

### *Financial Implications*

This grant is expected to cover 100% of the eligible costs associated with the proposed project. If costs emerge that will not be covered by the grant, staff would bring back a report to the Board for decision.

Grant funds would be issued to the SCRD and managed as part of the regional emergency program.

This grant agreement is for a period up to August 30, 2026. The application guide also states that: “Applicants will be eligible to apply for future funding after two years from the date of the approval agreement or after the complete final report is submitted”.

The continuance of the FireSmart program, in particular the staffing that is approved as part of this project, is subject to future grant success.



*Timeline for next steps or estimated completion date*

Following Board approval, the grant agreement will be signed by the delegated authorities and returned to UBCM to formally accept the grant and agree to the Terms & Conditions.

The deadline to complete all activities is August 2026. It is expected that a future application will be made to continue the program, dependent on future Board decisions/direction.

As part of the grant terms, staff are required to meet with BC Wildfire Service prior to starting any work.

*Communications Strategy*

The FireSmart team will work with SCRD communications to advertise the new program.

**STRATEGIC PLAN AND RELATED POLICIES**

This grant application is consistent with the SCRD Financial Sustainability Plan: Seeking alternative funding for SCRD projects.

**CONCLUSION**

The SCRD Board approved the grant submission for the Community Resiliency Investment Program on February 8, 2024. The SCRD has been informed that the FireSmart Community Funding and Supports grant application was approved.

This report recommends approval and acceptance of the grant and inclusion of the project in the Five Year (2024-2028) Financial Plan.

Reviewed by:			
Manager		CFO/Finance	X – A. Taylor
GM	X – I. Hall	Legislative	
A/CAO		Purchasing/Risk	X – V. Cropp

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Regular Board – September 12, 2024

**AUTHOR:** Jessica Huntington, Manager, Parks Services

**SUBJECT:** **KATHERINE LAKE PARK ACCESS ROAD EMERGENCY REMEDIATION AND UPGRADES – PROJECT UPDATE**

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### RECOMMENDATION(S)

- (1) THAT the report titled Katherine Lake Park Access Road Emergency Remediation and Upgrades - Project Update be received for information;**
  - (2) AND THAT project budget be increased from \$200,000 to \$275,000, funded through Canada Community Building Fund- Community Works Fund with a contribution of \$15,000 from each electoral areas;**
  - (3) AND THAT the delegated authorities be authorized to enter into a Construction Agreement with Capilano Highways of up to \$180,000 (not including GST);**
  - (4) FURTHER THAT the 2024-2028 Financial Plan Bylaw (764) be amended accordingly.**
- 

### BACKGROUND

The purpose of this report is to update the Board on emerging issues and implications related to the Katherine Lake Park Access Road Emergency Remediation and Upgrades project.

At the March 28, 2024 SCRD Board meeting the following resolution was approved:

- 101/24      THAT the report titled Katherine Lake Park Access Road Emergency Remediation and Upgrades be received for information;
- AND THAT immediate remediation and upgrades of Katherine Lake Park access road of \$200,000 be approved and funded by Community Works Funding with a contribution of \$50,000 each from Electoral Area A, Electoral Area B, Electoral Area D, and Electoral Area E;

AND THAT the 2024-2028 Financial Plan Bylaw (764) be amended accordingly.

Temporary repairs to the road were completed in late May to enable to the park and campground to open for the season. Planning for the permanent remediation and upgrades continued over the summer months. The section of the damaged access road spans a fish bearing stream and has environmental requirements and timing restrictions for design and in stream construction work that must be met. As planning has progressed, new information is emerging that requires Board approval.

The procurement award has been issued under the emergency exception clause, as outlined in the applicable trade agreement. This exception allows for expedited procurement processes in urgent or unforeseen situations.

#### **DISCUSSION**

##### Increased Costs:

As the design for the project has progressed, the complexity has also increased, requiring additional funds needed to complete the project. The revised project budget is now estimated at \$275,000 (not included GST), resulting in a shortfall of \$75,000. It is recommended that the project budget be increased by \$75,000 funded through Community Works Funding.

##### Delegated Authority:

Further, it was originally anticipated that all contracts for works would be within the delegated authority of administration, however, the revised project costs for construction now requires Board approval. It is recommended that the Board approve entering into a construction agreement with Capilano Highways for a value not to exceed \$180,000 (not including GST).

##### Funding Source:

In late August, when seeking approval permits, staff received new information from the Ministry of Water Resource and Land Stewardship that the location of a portion of the access road, including the construction area, veers into a MoTI right of way, which was not reflected on the SCRD mapping system. MoTI has since provided permission to conduct the works on the right of way (and will work with us on a permit to maintain the road/infrastructure on their right of way afterwards). An agreement will be required for the SCRD to be in compliance with the funding requirements with the Community Works funding.

*Analysis*

Many aspects of the project are well underway, materials have been received and are on site, fish salvage work has been conducted to prepare the work site for required dewatering and stream diversion, and equipment and crews have been mobilized to complete the construction. The in-stream project works need to be completed imminently to adhere to the *Water Sustainability Act and Fisheries Act*.

**Option 1 – Support the staff recommendations for increased project funding, contract award, funding source, and financial plan amendment. (recommended)**

This option would enable the road remediation and upgrades to proceed immediately and within the construction timeframe required by the Water Sustainability and Fisheries Acts.

**Option 2 – Stop work on the project (not recommended)**

This option would result in significant sunk costs, which could exceed \$140,000.

Staff would then bring forward a 2025 budget proposal for the proposed road works and if approved, would move forward in procuring the necessary resources to complete the works in the fall of 2025.

*Organization and Intergovernmental Implications*

Planning and coordination for these unanticipated road works has diverted staff time away from other 2024 Parks workplan priorities and has added some additional backlog for planned projects.

*Financial Implications*

Given the scope of this project, there are three proposed funding options:

Option 1: Community Works Funds **(recommended)**

The estimated uncommitted balance of Community Work Funding is:

A	B	D	E	F
\$ 426,169	\$ 1,138,304	\$ 1,538,795	\$ 2,393,255	\$ 127,881

Option 1: Areas A, B, D, E, and F contribute **\$15,000** of their unallocated Community Works Funds each as each of the Electoral Areas are service participants **(recommended)**.

Option 2: Growing Communities Funds

There is currently \$1,665,000 of Growing Communities Funds unallocated and the additional \$75,000 overage could be funded by this source. Option 2 would require an amendment to the 2024-2028 Financial Plan Bylaw (764).

Option 3: 2024 approved Parks Capital renewal funding envelope (not recommended)

The Parks Capital Plan is still being refined, however there are numerous assets that are considered at the end of their useful life. The capital funding approved for 2024 (\$300,000) was to address projects based on essential equipment replacement needs, and other prioritized end of life assets. Many of these projects are well underway, however, staff could re-prioritize so that this project can be funded from the Parks Capital Renewal funding, however, this would result in other projects being postponed to next year. This may also necessitate a potential need for a future capital renewal funding increase. This option would not require a financial plan amendment.

*Timeline for next steps or estimated completion date*

If the Committee supports the staff recommendations, the project can proceed as soon as a contract is signed.

*Communications Strategy*

Parks staff will work with the Communications Team to develop appropriate messaging to inform the public. Information would be posted to the SCRD website, social media and print advertising.

**STRATEGIC PLAN AND RELATED POLICIES**

Remediation and upgrading the section of the Katherine Lake Park access road aligns with the SCRD Asset Management Policy goals.

**CONCLUSION**

To facilitate immediate and time sensitive completion of the project, staff recommend that the Committee support the staff recommendations within the report including a budget increase, contract award approval, recommended funding sources, and financial plan amendment.

Reviewed by:			
Manager		Finance	
GM	X- S. Gagnon	Legislative	
A/CAO	X- T. Perreault	Procurement and Risk Management	X - V. Cropp

July 26, 2024

Sunshine Coast Regional District  
Board of Directors  
Sechelt: Darren Inkster and Alton Toth  
Gibsons: Silas White  
Shishalh Nation: Philip Paul  
Area A: Leonard Lee  
Area B: Justine Gabias  
Area D: Kelly Backs  
Area E: Donna McMahon  
Area F: Kate Stamford

Dear Board of Directors,

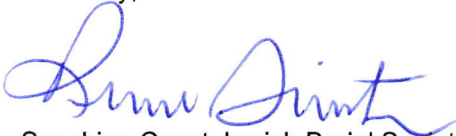
It's been ten years since the founding members of the Sunshine Coast Jewish Burial Society (SCJBS) met with the SCRD Board and presented them with our request for an area of the Seaview Cemetery that could be used for the burial needs of the Jewish Community. Our request was approved. However, we now find ourselves with twenty-four of the original thirty plots allocated, leaving us with only six (6) remaining plots.

We are considering the future needs of our community and thus would like to be included in the SCRD's plans for the future cemetery expansion.

We share your commitment to green burial practices, which align with our beliefs. Traditionally, we wrap the deceased in a shroud and place them directly in the prepared grave. We only use a simple wood coffin with no adornments.

At this time we also take this opportunity to commend you for your care and attention to the cemetery.

Sincerely,



Sunshine Coast Jewish Burial Society  
#3-699 Dougall Road, Gibsons, BC V0N 1V8  
[scjbsociety@gmail.com](mailto:scjbsociety@gmail.com)

Irene King, Rita Sadlik, Sara Singerman and Renee Switzer

July 22, 2024

File: PE-13-01

Chair Leonard Lee and Board of Directors  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, BC V7Z 0A8  
**VIA EMAIL:** [leonard.lee@scrd.ca](mailto:leonard.lee@scrd.ca); [info@scrd.ca](mailto:info@scrd.ca)

Dear Chair Leonard Lee and Board of Directors:

**Idea Generation Engagement:  
Metro Vancouver's Solid Waste Management Plan Update**

Metro Vancouver is updating its solid waste management plan, a long-term strategic plan that guides our region's policies and collective actions over the next decade and beyond. At this time, Metro Vancouver is launching engagement on idea generation – developing a set of potential actions and strategies for inclusion in an updated plan. We would like to invite Sunshine Coast Regional District to provide feedback during all phases of the plan's development.

Metro Vancouver is a North American leader in waste reduction and recycling, with a 65% recycling rate that is approximately double the Canadian average. However, much work remains to be done. Potential actions and strategies discussed at this phase, including collaborative solutions involving multiple parties both within and outside of the region, will be key to developing a plan that enables Metro Vancouver to meet its zero waste and climate goals.

**Background and Timeline**

Regional districts are required by the Province to develop, and submit for approval, plans for the management of municipal solid waste and recyclable materials. Building on the strengths of the current *Integrated Solid Waste and Resource Management Plan*, approved by the Province in 2011, Metro Vancouver will develop an updated plan that identifies opportunities to accelerate waste reduction and recycling, reduce greenhouse gas emissions, and promote a circular economy.

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A vision statement and guiding principles for the plan update (Attachment 1) were developed as a result of engagement in 2023, and will serve as a foundation for work in upcoming phases, including informing criteria that will be used to assess potential strategies and actions.



Work to advance waste reduction and recycling in the region continues to progress, while the solid waste management plan update process proceeds.

Metro Vancouver is committed to actively engaging with governments – including First Nations and member jurisdictions – government agencies, waste and recycling industry, waste producers, businesses, communities of interest, and Metro Vancouver residents to guide updates to the plan over the next 2-3 years. An [Independent Consultation and Engagement Panel](#) supports the development and implementation of the engagement program, and two advisory committees provide ongoing advice and support.

The [engagement webpage](#) contains information on previous and current phases of engagement (visit [metrovancover.org](http://metrovancover.org), and search 'swmp').

### **Seeking Your Feedback – Idea Generation**

The objective of the idea generation phase is to develop a set of potential actions and strategies and to identify priority goals for the updated solid waste management plan. These ideas will be analyzed in the next phase of engagement: options analysis. Metro Vancouver has developed a set of discussion questions to serve as a framework for gathering and analyzing feedback collected during this phase (Attachment 2).

Below are several opportunities available to provide feedback on the development of potential strategies and actions for an updated solid waste management plan:

- Presentation to the Sunshine Coast Regional District Board
- Meeting with Metro Vancouver
- Meeting with Metro Vancouver's Independent Consultation and Engagement Panel

In addition to the above listed options, Metro Vancouver is happy to engage with Sunshine Coast Regional District at its preference. Please submit any feedback on the idea generation phase by **December 13, 2024**.

If you have questions or comments about the review and update of Metro Vancouver's solid waste management plan, require additional information, or wish to schedule a meeting or presentation with Metro Vancouver or the Engagement Panel, please contact Paul Henderson, General Manager, Solid Waste Services by email at [paul.henderson@metrovancover.org](mailto:paul.henderson@metrovancover.org).

Thank you in advance for your consideration.

Yours sincerely,



Mike Hurley  
Chair, Metro Vancouver Board

MH/SK/PH/si

Sincerely,



Sarah Kirby-Yung  
Chair, Zero Waste Committee  
Metro Vancouver

Attachments:

1. Solid Waste Management Plan Vision and Guiding Principles
2. Idea Generation Issue/Opportunity Discussion Questions

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## Solid Waste Management Plan Vision and Guiding Principles

### **Vision:**

A thriving region where nothing is wasted and resources are valued.

### **Guiding Principles:**

1. Accountability from residents, businesses, and governments to prevent waste.
2. A solid waste and recycling system that is affordable, convenient, and consistent across the region.
3. A solid waste system that is resilient to climate change and future challenges.
4. Environmental stewardship and climate action.
5. Inclusive solid waste services and programs.
6. Innovation and collaboration to support a vibrant regional economy that keeps products and materials in circulation.
7. Transparency about what happens to garbage and recycling.

## Solid Waste Management Plan

### Idea Generation: Issue/Opportunity Discussion Questions

Since the Integrated Solid Waste and Resource Management Plan was approved in 2011, Metro Vancouver's waste generation rate has decreased 11%, while our recycling rate has increased from 57 to 65% – nearly twice the Canadian average recycling rate. As we update the plan, **what actions can build on our success to:**

1. Build confidence in recycling systems?
2. Develop more inclusive programs and services?
3. Enhance accountability for eliminating waste?
4. Improve infrastructure and systems for waste management across the region?
5. Increase participation and reduce contamination in organics and recycling programs?
6. Leverage knowledge and expertise through collaboration?
7. Rethink and prevent waste in the first place?



# SUNSHINE COAST BEAR ALLIANCE

REPLACING FEAR *with* KNOWLEDGE

Sunshine Coast Regional District Board  
1975 Field Road  
Sechelt, BC V7Z0A8

July 24, 2024

Re: Request for Letter of Support for Sunshine Coast Highway Provincial Wildlife Crossing Signage

Dear Sunshine Coast Regional District Board Members,

I am contacting you on behalf of the Sunshine Coast Bear Alliance Society to respectfully request a letter of support from the Sunshine Coast Regional District for our formal application to the Ministry of Transportation and Infrastructure (MOTI), Wildlife Program requesting provincial wildlife crossing signage for certain locations on our Sunshine Coast Highway.

I have spoken with Mr. Matt Jones, Wildlife Program Manager for MOTI regarding the possibility of having provincial signage installed at locations along our Sunshine Coast Highway and, if possible, the Port Mellon Highway (PMHwy) in relation to the number of black bears, and other wildlife that were involved in vehicle collisions last year. The stretch of road between Homesite Creek and Trout Lake is of particular concern, along with a section on the PMHwy that saw both a bear and a Roosevelt Elk killed by vehicles at the same location.

As you are aware our Sunshine Coast welcomes an influx of tourists every year, especially during the summer months with many visitors unaware of the abundance of wildlife that live in our community. Wildlife travel corridors and human travel routes intersect in areas where; creeks and drainage are nearby the road, foraging habitat (particularly in the spring) is close to the roadside, and good habitat is nearby. Long, strait stretches of road often see motorists accelerating thereby reducing reaction time if wildlife is suddenly sighted crossing the road.

Wildlife crossing signs alert drivers to the potential presence of animals crossing the road, prompting motorists to exercise caution and reduce speed. By raising awareness of the presence of wildlife among motorists the goal is that potential collisions will be averted thereby enhancing safety for both the bears and other wildlife, and the public.

There has been no discussion yet concerning the exact placement of signs: it is my hope that this could be discussed with the Conservation Service and the Sunshine Coast RCMP.

To advance our upcoming formal application, I am now seeking community support from our local governments, the Conservation Service and the Sunshine Coast RCMP for this initiative.

I would welcome the opportunity to speak with you about this request. I can be easily reached at the following email address: [scbearalliance@gmail.com](mailto:scbearalliance@gmail.com) or via phone at: (604) 212-0098.

Thank you for considering this request.

Most appreciatively,

*Diane Henley*

Diane Henley  
Co-Founder Sunshine Coast Bear Alliance Society  
Scbearalliance.com  
<https://www.facebook.com/groups/scbearalliance>

**From:** Raelene Adamson <ubcm@ubcm.ca>  
**Sent:** August 7, 2024 11:20 AM  
**To:** Dean McKinley  
**Subject:** UBCM seeks member feedback on protocol with First Nations Leadership Council



## UBCM seeks member feedback on protocol with First Nations Leadership Council

### PLEASE DISTRIBUTE ACCORDINGLY

UBCM and the First Nations Leadership Council are working on drafting a Relationship Protocol. In accordance with UBCM's Executive policies, we are inviting UBCM members to vet this initiative by indicating whether they do or do not support this initiative. The Protocol is a nonbinding agreement, and its purpose is to promote dialogue, build relationships between local governments and First Nations, and advance reconciliation and collaboration on specific initiatives.

In September 2023, members of the UBCM Executive met with the First Nations Leadership Council and discussed the opportunity of entering into an MOU together. The First Nations Leadership Council (FNLC) is comprised of the political executives of the BC Assembly of First Nations (BCAFN), First Nations Summit (FNS), and the Union of BC Indian Chiefs (UBCIC). Together they represent all First Nations in BC. Establishing a formalized relationship with the FNLC is a natural progression for UBCM as we currently have a Protocol on Cooperation and Communication with FNS, under which we administer the Community to Community Forum program. The proposed Relationship Protocol does not replace UBCM's longstanding relationship and Protocol with FNS, which represent those First Nations in BC who are part of the BC Treaty Process.

Over the last few months, under the direction of the UBCM Indigenous Relations Committee and with support from the UBCM Executive, staff have been working with the First Nations Leadership Council to develop a draft protocol. UBCM members have shown that advancing reconciliation is important to them by passing resolutions supporting action on the Truth and Reconciliation Commission's Calls to Action, UNDRIP and Missing and Murdered Indigenous Women and Girls Calls for Justice. Entering into a Protocol with FNLC, provides UBCM with greater opportunities for proactive collaboration with Indigenous leadership as the Province implements UNDRIP.

As prescribed by section 4.1(c) of UBCM's Executive policies, all proposals for new MOU's or agreements must be vetted by the membership. Our intent is to sign the Relationship Protocol on September 16<sup>th</sup> at the Province-wide Community to Community Forum. Like UBCM, the First Nations Leadership Council is also undertaking their own internal vetting process with their membership.

**ASK:** UBCM is asking the membership, do you or do you not support this initiative? Please provide one response from your community via your CAO by August 28<sup>th</sup>. Your response can be emailed to Marlene Wells at UBCM at [mwells@ubcm.ca](mailto:mwells@ubcm.ca).

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Union of BC Municipalities | 60-10551 Shellbridge Way | Richmond, BC V6X 2W9 CA

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## TOWN OF GIBSONS

PO Box 340  
474 South Fletcher Road  
Gibsons BC | V0N 1V0

T 604-886-2274

F 604-886-9735

info@gibsons.ca

www.gibsons.ca

### OFFICE OF THE MAYOR | SILAS WHITE

September 5, 2023

Chair Leonard Lee  
Sunshine Coast Regional District Board of Directors

Dear Leonard,

I am writing to request a letter of support for the Town's application for an Age-friendly Communities grant for \$25,000.

As we all know, there is a legislated need to complete an Accessibility Plan, yet no specific provincial funding to support the development of such a plan. BC Healthy Communities has confirmed to me that we are eligible for Age-friendly Communities funding to apply an age-friendly and equity lens to the Accessibility Plan process, so in recent weeks we decided to apply for this funding to help assist in the regional plan process.

This funding would enable us to hire a consultant to support the regional Accessibility Committee's work. Because the application preparation was done in August, we were not able to coordinate a regional application, so we are hoping that the SCRCD can turn around a quick letter of support so that we can add it to the application. The application was online, but our answers to the primary questions are attached for your reference.

Yours truly,

Silas White  
Mayor



---

**TOWN OF GIBSONS**

*"Nature is our most valuable asset"*

From: Aleria Ladwig  
 Sent: September 4, 2024 3:27 PM  
 To: Executive Assistants; Leonard Lee <Leonard.Lee@scrd.ca>  
 Subject: Gibsons Public Market Climate Faire Sept 20-21st

Hello SCRD Board,

My name is Aleria Ladwig and I am a board member with the Blueact Marine Society - Gibsons Public Market, Marine Education Centre. We are hosting a Climate Fair on September 20-21st and would like to invite you to participate as a panelist to discuss water conservation on the sunshine coast. This is intended to be a positive discussion educating the public about what's being done on the Sunshine Coast to conserve water, and what they can do as individuals to conserve water and be proactive on climate change issues. This will be a facilitated positive discussion and not a political debate.

We anticipate a lot of public interest in this event which should bring great exposure to the work you're doing. The agenda is still draft (and will be adjusted based on panelists availability and interest) but I have attached a draft schedule for your review and clipped out the section in the agenda on water for you to view easily.

If you could please let me know if someone from the board is interested in participating it would be greatly appreciated.

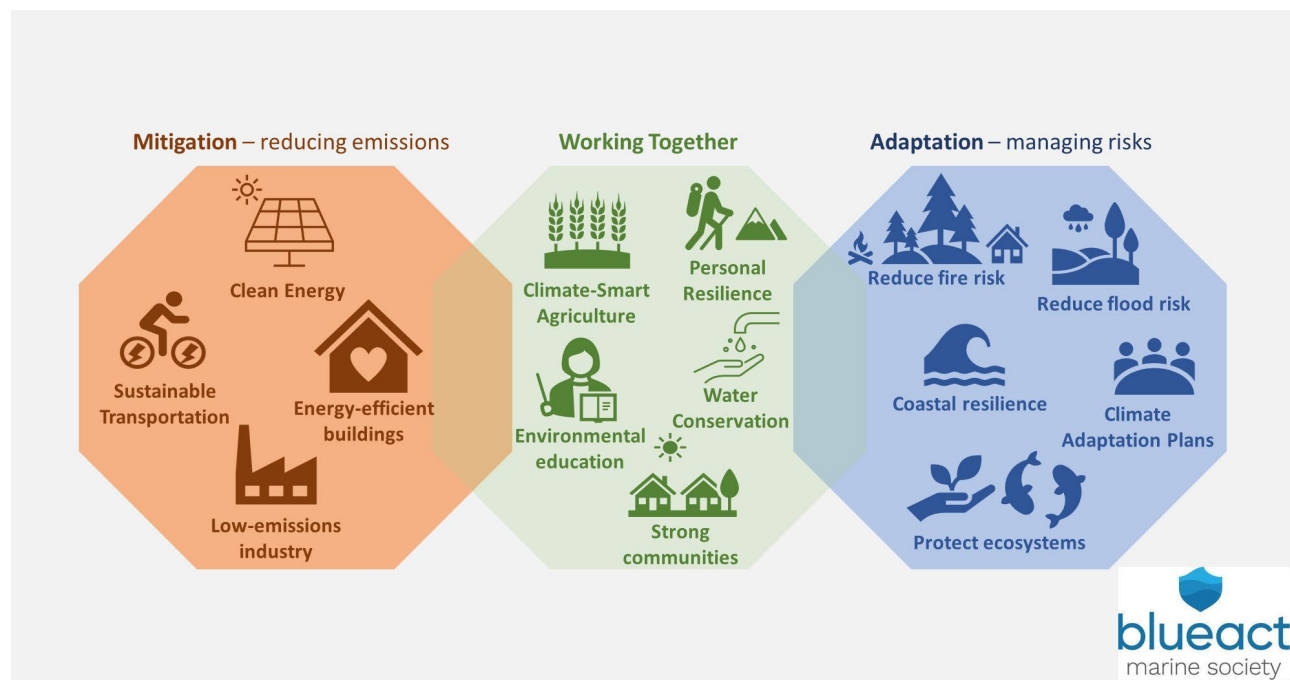
Thank you very much

Cheers,

Aleria Ladwig

<p>1:15 to 2 pm</p> <p><b>Water Supply &amp; Conservation Panel</b></p> <p>(chair Aleria Ladwig)</p>	<p>Mayor White, Town of Gibsons</p> <p>Councillor Darren Inkster District of Sechelt</p> <p>SCRD, Board Member?</p>	<p><i>Summers are getting drier and the population is growing. Every year we have Stage 3 or State 4 Water Advisories. We get lots of rain in the winter but most of it (except for the Gibsons aquifer) isn't stored. Water metering seems to be part of the solution, since in Gibsons it has led to a 50% decline in per capita water use since 2008. But water meters aren't installed in many other parts of the Sunshine Coast.</i></p> <p><b>Two starting questions for each of you.</b> What is being done now by local governments to concurrently reduce water demand and increase water storage and supply? What else needs to be done?</p> <p><b>Moving from the government to individual scale,</b> what can individuals do personally to reduce their consumption of water during the summer months? Is paying for water use essential to actually get reduced use by households and businesses?</p>
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# Climate Faire - Saturday Discussion Panels (September 21)



Panel	Panelists	Questions for Panelists (to engage audience)
<p><b>10:30 to 11:15 am</b></p> <p><b>Energy Panel</b></p> <p><b>(chair Dave Biggs)</b></p>	<p>Thomas Budd, SFU</p> <p>Gerry Pageau, SCCSEA</p> <p>Patrick Weiler, MP</p> <p>Olson Electric rep.</p>	<p><i>We know that humans need to reduce GHG emissions. There are many actions that individuals can take, including flying and driving less, and improving their home's energy efficiency. Similar actions can (and have) been taken by businesses and local governments. It seems like we're making some progress locally, but not enough. The Vital Signs Report from the Sunshine Coast Foundation found that between 2007 and 2019, per capita GHG emissions on the Sunshine Coast decreased by 3.3% (the good news) but with population growth overall GHG emissions increased by 7.2%.</i></p> <p><b>Gerry and Olson Electric Rep:</b> Where should people start - having an energy audit of their home? What's the payback period on solar panels and heat pumps? How much of your annual electrical bill can be covered by electricity generated by solar panels? How has the use of solar panels and heat pumps grown on the Sunshine Coast over the last 20 years?</p> <p><b>Thomas and Patrick:</b> Both BC and Canada have introduced various policies to lower GHG emissions. Total GHG emissions in Canada or BC have however not declined significantly. What more needs to be done at federal, provincial and local levels? How do we get over the resistance to the carbon tax? Should the federal government pivot to other regulatory measures which are less visible than a carbon tax but eventually accomplish the same objective?</p>
<p><b>11:30 am to 12:15 pm</b></p>	<p>Barb Seed, Nutritionist</p>	<p><i>Choosing locally grown sustainably produced food is a powerful way to nurture our own and our families' health and</i></p>

Panel	Panelists	Questions for Panelists (to engage audience)
<p><b>Local Sustainable Food Production</b> <b>(chair Brian Natrass)</b></p>	<p>Raquel Kolof, Hough Heritage Farm</p> <p>Pete Doig, Salish Sea Regenerative Soil Society</p> <p>Mel Sylvestre, Grounded Acres Organic Farm and Sunshine Coast Farmers Institute</p>	<p><i>act for greater climate resilience. Locally grown food is more nutritious and often tastes better as it is typically harvested at peak ripeness. This food doesn't travel as far from farm to table, which reduces transportation-related emissions. And we are able to connect directly with farmers and learn how our food is grown, e.g., through organic and regenerative farming practices that reduce the environmental footprint of food production and actively combat climate change by pulling carbon from the atmosphere and storing it in the soil. By supporting local farmers that use these methods, our choices contribute to a healthier, more resilient, and environmentally restorative food system in our own backyard.</i></p> <p><b>Barb Seed:</b> What is a sustainable diet? Why does it matter? What food choices can I make to enhance my health, the health of my family, and the climate resilience of our community?</p> <p><b>Raquel, Mel and Pete:</b> what agricultural practices help regenerate and contribute to the health of ecosystems (regenerative farming)? Why have you chosen these practices? How do these practices show up on your farm? How do they contribute to climate resilience? How/where can I get the food you produce?</p> <p><b>Mel:</b> how can we as individuals and as part of our greater community better support our local sustainable food producers?</p>
<p>Lunchtime!</p>		
<p><b>1:15 to 2 pm</b> <b>Water Supply &amp; Conservation Panel</b> <b>(chair Aleria Ladwig)</b></p>	<p>Mayor White, Town of Gibsons</p> <p>Councillor Darren Inkster District of Sechelt</p> <p>SCRD, Board Member?</p>	<p><i>Summers are getting drier and the population is growing. Every year we have Stage 3 or State 4 Water Advisories. We get lots of rain in the winter but most of it (except for the Gibsons aquifer) isn't stored. Water metering seems to be part of the solution, since in Gibsons it has led to a 50% decline in per capita water use since 2008. But water meters aren't installed in many other parts of the Sunshine Coast.</i></p> <p><b>Two starting questions for each of you.</b> What is being done now by local governments to concurrently reduce water demand and increase water storage and supply? What else needs to be done?</p> <p><b>Moving from the government to individual scale,</b> what can individuals do personally to reduce their consumption of water during the summer months? Is paying for water use essential to actually get reduced use by households and businesses?</p>
<p><b>2:15 to 3 pm</b> <b>Land Use &amp; Climate Risk Reduction Panel</b></p>	<p>Michelle Lewis, Town of Gibsons</p> <p>Raphael Shay, SCR D</p>	<p><i>Winter storms are becoming more severe with climate change, with a consequent increased risk of floods. Officials in the Town of Gibsons estimate they've spent about \$10-million since 2018 to either repair damage caused by severe storms or protect infrastructure from future damage. Sea level rise is happening and could increase by 1 to 1.5m by 2100,</i></p>

Panel	Panelists	Questions for Panelists (to engage audience)
<b>(chair David Marmorek)</b>	David McIlwraith, SCRDR Mike Healey, UBC	<p><i>potentially flooding shoreline developments like the building we're in right now. Summers are drier and warmer with much higher fire risk.</i></p> <p><b>For each of you,</b> How do these threats affect our municipal and regional land use plans? What actions have we already taken to adapt to these threats? What other actions need to be taken?</p> <p><b>Michelle and Mike:</b> How can we reduce the risk of flooding and erosion from major storm events running off upland areas, which has already occurred in several previous winters?</p> <p><b>David:</b> I know that Fire Smart folks are working very hard to reduce the risk of fire on the Sunshine Coast. What are the key actions taken so far, and what are your top 3 or 4 next priority actions?</p>
<b>3:15 to 4 pm</b> <b>Transportation Panel</b> <b>(chair Dave Biggs)</b>	Thomas Budd, SFU Stephen Forgacs, TRAC Silas White, Mayor of Gibsons John Henderson, Mayor of Sechelt Patrick Weiler, MP	<p><i>GHGs from transportation make up about 22% of Canada's GHG emissions, and 47% of GHG emissions on the Sunshine Coast<sup>1</sup>. Two thirds of this total is on road transportation, and one third is off road. How can we reduce the transportation part of our climate footprint, and be a shining example to other communities? On a local scale, using public transit and car co-ops are part of the solution, as are e-bikes and EVs, and traveling as a passenger on BC ferries.</i></p> <p><b>For each of you:</b> What are the biggest challenges we face on the Sunshine Coast in reducing our GHG emissions from transportation? What actions have been taken so far to address these challenges, and what else needs to happen?</p> <p><b>It's important to learn from others. For each of you,</b> what policies and actions have proven to be effective in other jurisdictions in reducing GHG emissions from transportation? What would need to happen to get such policies and actions implemented locally?</p>

<sup>i</sup> Summary information can be found in the [Sunshine Coast Foundation's Vital Signs Report](#), with background data on environmental issues [here](#), and a detailed report on GHG emissions [here](#).



Box 219, 1350 Aster Street,  
Pemberton, BC V0N 2L0  
Ph. 604-894-6371, 800-298-7753  
F: 604-894-6526  
info@slrd.bc.ca www.slrd.bc.ca

July 29, 2024

Sunshine Coast Regional District  
**VIA EMAIL:** [planning@scrd.ca](mailto:planning@scrd.ca); [legislative@scrd.ca](mailto:legislative@scrd.ca)

Dear Chair and Board:

**RE: Notification of Initiation – Minor Amendment – Squamish-Lillooet Regional District Regional Growth Strategy Review 2024**

---

The Squamish-Lillooet Regional District (SLRD) Board passed the following resolutions at the July 24, 2024 SLRD Board meeting:

*THAT the SLRD Board initiate a review of the “Squamish-Lillooet Regional District Regional Growth Strategy Bylaw No. 1062, 2008” pursuant to Section 452(2) of the Local Government Act to address policy updates to Goal 3, Goal 11, and Indicators (RGS Review 2024).*

*THAT the SLRD Board proceed with the RGS Review 2024 as a minor amendment, as per Section 437 of the Local Government Act and the minor amendment process outlined in the “Squamish-Lillooet Regional District Regional Growth Strategy Bylaw No. 1062, 2008”.*

*THAT the SLRD Board give 30 days written notice to each affected local government, including notice that the proposed amendment has been determined to be a minor amendment.*

#### Background

As per the Local Government Act (LGA), the SLRD is required to consider a review of the Regional Growth Strategy (RGS) in 2024. The LGA and SLRD RGS include a minor amendment criteria and process.

As the SLRD Board resolved to proceed with the RGS Review 2024 as a minor amendment, the Board is providing 30 days written notice to each affected local government, including notice that the proposed amendment has been determined to be a minor amendment. The SLRD Board will consider any representations and written comments provided by the affected local governments prior to giving first reading to the proposed amendment bylaw.

#### Minor Amendments

The proposed policy updates include revisions to strategic directions under Goal 3 (Affordable Housing), Goal 11 (Climate Action) and Indicators (where necessary to reflect policy updates). Proposed policy updates strengthen alignment and opportunities for regional collaboration,

---

Members: District of Squamish, Resort Municipality of Whistler, Village of Pemberton, District of Lillooet, Electoral Areas A, B, C, and D, located within School Districts No. 48 and No. 74

advocacy and action around Goal 3 and Goal 11 – reflecting Board direction to update greenhouse gas targets, input received at the Regional Affordable Housing Forum (April 2024), and best practices from existing member municipality OCP and Climate Action Plans. The proposed revisions are text and housekeeping in nature and are aligned with the intent of the RGS; they do not involve a development application and are not land based.

For additional details, the associated staff report can be found on the SLRD website here: [9801F584C60F48F682BAC62976424A40-RFD 240724 RGS Review Initiation-FINAL.pdf](https://www.slrld.ca/9801F584C60F48F682BAC62976424A40-RFD%20240724%20RGS%20Review%20Initiation-FINAL.pdf) ([civicweb.net](http://civicweb.net))

#### Written Comments

This letter provides written notice of initiation, as required by the SLRD RGS Bylaw. The SLRD Board will be considering first reading of the amendment bylaw at the November 27, 2024 SLRD Board meeting. SLRD Board meeting information, including time, location, and agenda links are available on the [SLRD meetings portal](#).

The SLRD Board looks forward to the receipt of any comments from your organization. **Please submit your comments to [cdewar@slrd.bc.ca](mailto:cdewar@slrd.bc.ca) by Friday October 4, 2024.** Should you have any questions, please feel free to contact me directly at 604-894-6371 ext. 235.

Kind regards,



Claire Dewar, Senior Planner  
Squamish-Lillooet Regional District

cc: Kim Needham, Director of Planning and Development Services  
Heather Paul, Chief Administrative Officer  
Jen Ford, SLRD Board Chair



**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 640.6, 2024**

A bylaw to amend *West Howe Sound Official Community Plan Bylaw No. 640, 2011*.

---

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

**PART A – CITATION**

1. This bylaw may be cited as *West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024*.

**PART B – AMENDMENT**

2. *West Howe Sound Official Community Plan Bylaw No. 640.6, 2011* is hereby amended as follows:
  - a. Amend *Map 1: Land Use* by redesignating a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.

**PART C – ADOPTION**


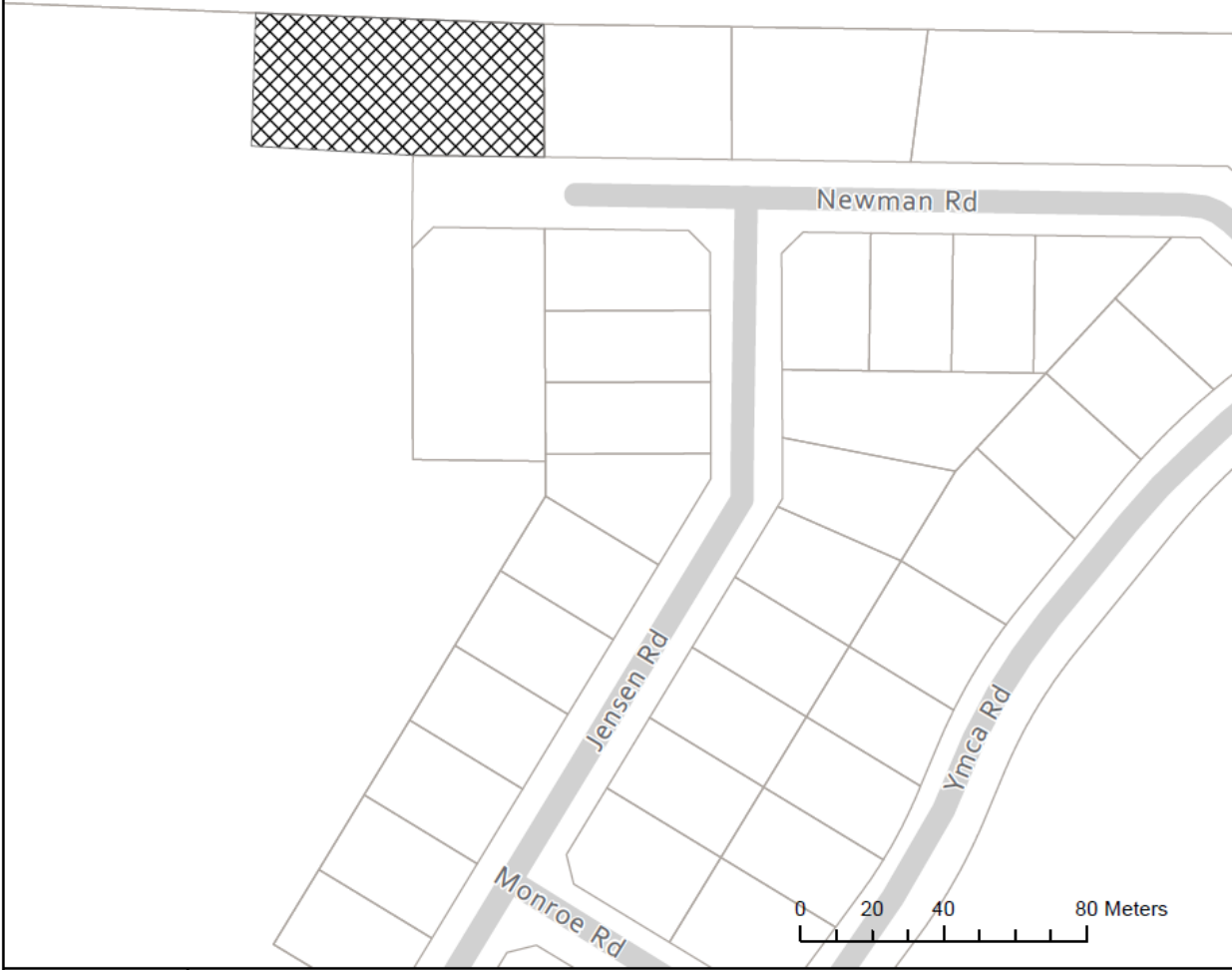

READ A FIRST TIME this	23 <sup>RD</sup>	DAY OF MAY,	2024
PURSUANT TO SECTION 475 OF THE <i>LOCAL GOVERNMENT ACT</i> CONSULTATION REQUIREMENTS CONSIDERED this	12 <sup>TH</sup>	DAY OF SEPTEMBER,	2024
CONSIDERED IN CONJUNCTION WITH THE SUNSHINE COAST REGIONAL DISTRICT FINANCIAL PLAN AND ANY APPLICABLE WASTE MANAGEMENT PLANS PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this	12 <sup>TH</sup>	DAY OF SEPTEMBER,	2024
READ A SECOND TIME this	12 <sup>TH</sup>	DAY OF SEPTEMBER,	2024
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this		DAY OF ,	
READ A THIRD TIME this		DAY OF ,	
ADOPTED this		DAY OF ,	



\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair

### APPENDIX A TO BYLAW NO. 640.6, 2024

<h2>Appendix A to West Howe Sound Official Community Plan Amendment Bylaw No. 640.6, 2024</h2>	
<p>To Amend Map 1 from Agricultural to Residential</p>	
<p>☒ Subject Property</p>	
	
	<p>_____ Chair</p> <p>_____ Corporate Officer</p>
<p>Page 1</p>	

**SUNSHINE COAST REGIONAL DISTRICT  
BYLAW NO. 722.10, 2024**

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

---

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

**PART A – CITATION**

1. This bylaw may be cited as *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024*.

**PART B – AMENDMENT**

2. *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019* is hereby amended as follows:
  - a. Amend *Schedule A* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix A to this Bylaw.
  - b. Amend *Schedule B* by rezoning a portion of DISTRICT LOT 1398 EXCEPT PORTIONS IN PLANS 11244, 11566, 16437, 21531 AND LMP23770, as shown in Appendix B to this Bylaw.

**PART C – ADOPTION**

READ A FIRST TIME this	23 <sup>RD</sup>	DAY OF MAY,	2024
READ A SECOND TIME this	12 <sup>TH</sup>	DAY OF SEPTEMEBR,	2024
PUBLIC HEARING HELD PURSUANT TO THE <i>LOCAL GOVERNMENT ACT</i> this		DAY OF ,	
READ A THIRD TIME this		DAY OF ,	
APPROVED PURSUANT TO SECTION 52 OF THE <i>TRANSPORTATION ACT</i> this		DAY OF ,	
ADOPTED this		DAY OF ,	

\_\_\_\_\_  
Corporate Officer

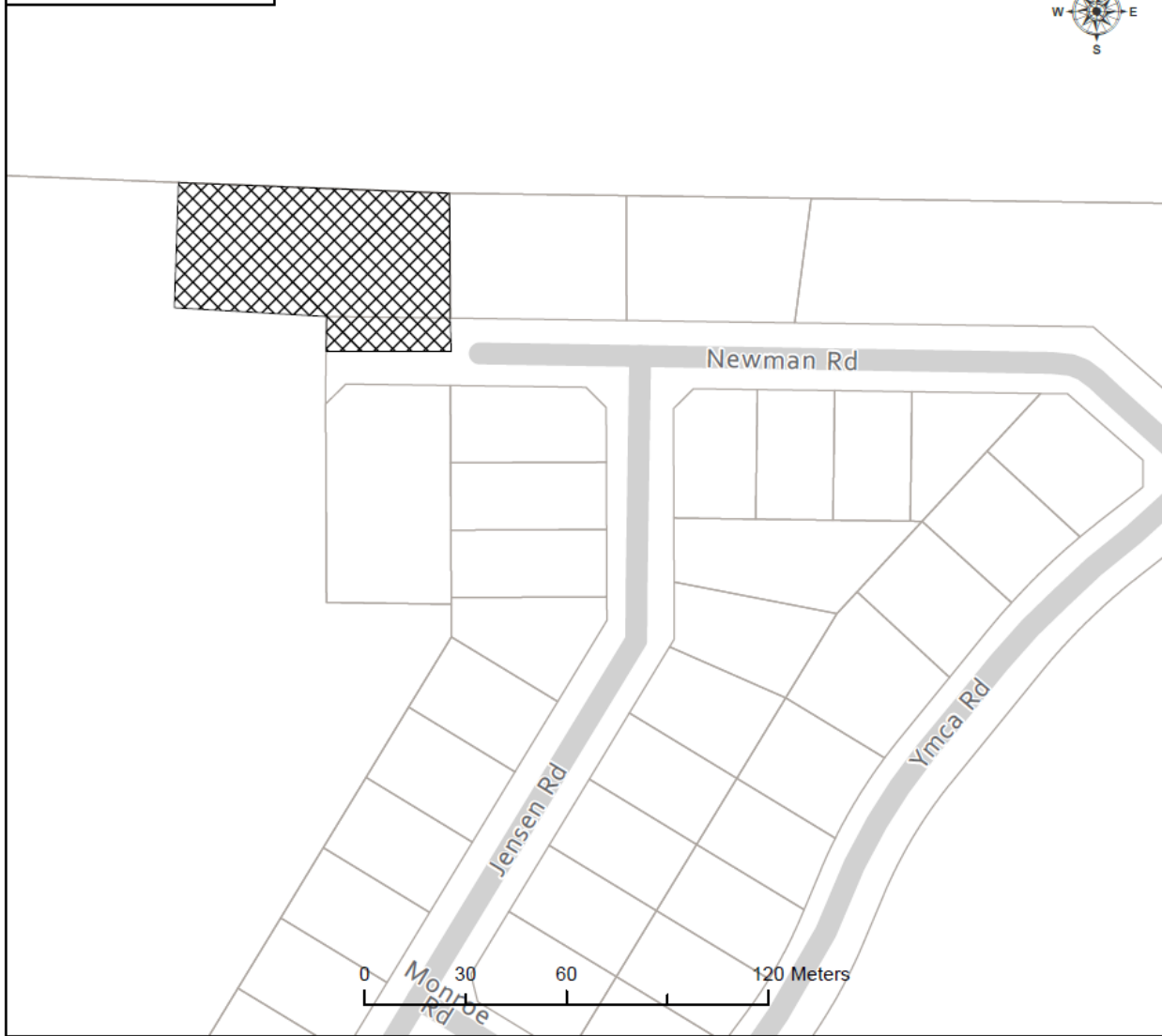
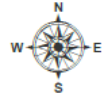
\_\_\_\_\_  
Chair

### APPENDIX A TO BYLAW NO. 722.10, 2024

## Appendix A to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule A from Agriculture (AG) to Residential 1 (R1)

☒ Subject Property



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Chair


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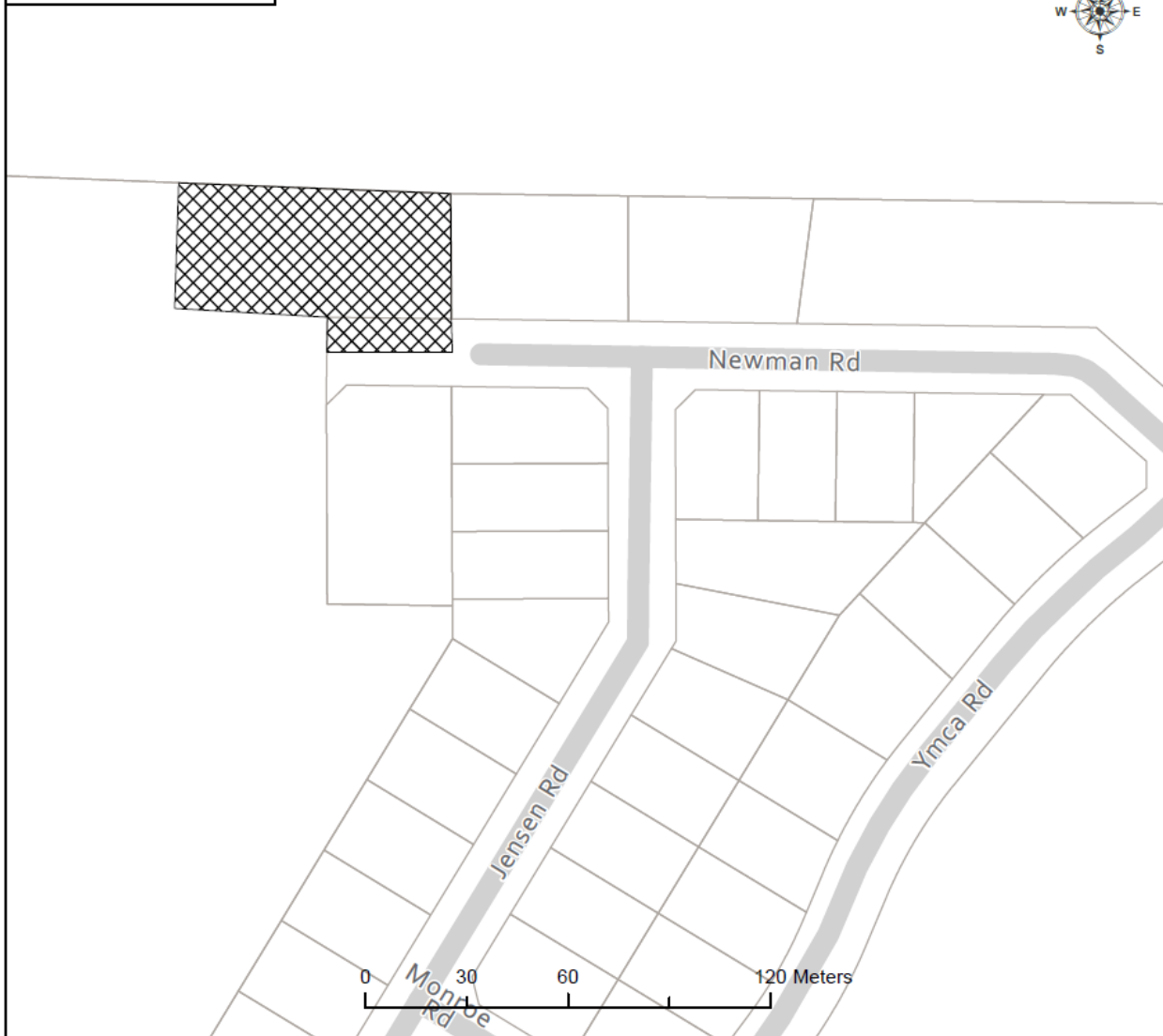
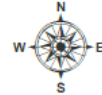
Corporate Officer

### APPENDIX B TO BYLAW NO. 722.10, 2024

## Appendix B to Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10, 2024

To Amend Schedule B from Subdivision District I to Subdivision District C

 Subject Property



\_\_\_\_\_

Chair

\_\_\_\_\_

Corporate Officer

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 558.13**

**A bylaw to amend *Sunshine Coast Regional District  
Municipal Ticket Information System Bylaw No. 558, 2006***

---

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

1. This bylaw may be cited for all purposes as *Sunshine Coast Regional District Municipal Ticket Information System Amendment Bylaw No. 558.13, 2024*.
2. *Sunshine Coast Regional District Municipal Ticket Information System Bylaw No. 558, 2006* is hereby amended as follows:
  - a) Strike out all references to “Bylaw Compliance Officer” and replace with “Bylaw Enforcement Officer”.
  - b) Delete Schedule 3 in its entirety and replace with the revised Schedule 3 as attached hereto.
  - c) Delete Schedule 4 in its entirety and replace with the revised Schedule 4 as attached hereto.

READ A FIRST TIME	this	12 <sup>th</sup>	day of	September, 2024
READ A SECOND TIME	this	12 <sup>th</sup>	day of	September, 2024
READ A THIRD TIME	this	12 <sup>th</sup>	day of	September, 2024
ADOPTED	this	12 <sup>th</sup>	day of	September, 2024

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CORPORATE OFFICER

---

CHAIR

**SUNSHINE COAST REGIONAL DISTRICT**

**SCHEDULE 3**

Attached to and Forming Part of Bylaw No 558, 2006.

Offence and Fine Schedule

“SCRD Zoning Bylaw No. 722, 2019”

<b>OFFENCE</b>	<b>SECTION</b>	<b>FINE</b>
Unauthorized Use	2.1.1	150.00
Obstruct Entry of Regional District Employee	2.3.1(g)	500.00
Keeping Poultry or Rabbits	5.5.1	150.00
Keeping Poultry or Rabbits	5.5.2 (a) to (g)	150.00
Keeping Livestock	5.6.1 (a) (b)	150.00
Unauthorized Occupancy During Construction	5.22.1 (a) to (e)	150.00
Visible Home-Based Business	5.4.1(d)	150.00
Home-Based Business Not Enclosed	5.4.1(b)	150.00
Home-Based Business Exceeding Allowed Area	5.4.1(c)	150.00
Home-Based Business - Unauthorized Employees	5.4.1(k)	150.00
Unauthorized Short-Term Rental	5.3.1 (a) to (g)	1,000.00
Unauthorized Sign	5.20.1	150.00
Signs Exceeding Allowed Number	5.20.3(a)	150.00
Sign Exceeding Allowed Area	5.20.2(a) and 5.20.3(c)	150.00
Over Height Sign	5.20.3(d)	150.00
Sign Exceeding Allowed Height	5.20.2(b)	150.00
Landscaping Not Provided	11.2.6(a)(b) and 11.12.6	150.00
Over Height Structure	5.11.1, 5.11.2, 5.11.3, 5.11.4	150.00
Over Height Fence	5.12.1 (a)(b)	150.00
Structure Within Setback	5.14.1 (a)(b)	150.00
Unauthorized Siting of Building	5.16.1(a) to (f)	150.00
Motor Vehicle Wrecking	5.19.1(a)	150.00
Storage of Un-Licensed Vehicle	5.19.1(b)	150.00



**SUNSHINE COAST REGIONAL DISTRICT**

**SCHEDULE 4**

Attached to and Forming Part of Bylaw No 558, 2006.

Offence and Fine Schedule

“SCRD Electoral A Zoning Bylaw No. 337, 1990”

OFFENCE	SECTION	FINE
Unauthorized Use	302	150.00
Obstruct Entry of Regional District Employee	304 (d)	500.00
Keeping Of Farm Animals	503(1)(2)(3)	150.00
Visible Home Business	507 (a)	150.00
Home Business Not Enclosed	507 (b)	150.00
Home Business Exceeding Allowed Area	507 (e)	150.00
Home Business - Unauthorized Employees	507 (f) (i)-(ii)	150.00
Unauthorized Bed & Breakfast Homes and Inns	509(a)(b)(c)(d)	1,000.00
Unauthorized Occupancy During Construction	510(a)(b)(c)(d)(e)(f)	150.00
Over Height Structure	512 (1)	150.00
Over Height Fence	512 (4)	150.00
Structure Within Setback	601.3(a) to(d) 611.4(a) to (d) 621.6(1)(a) to (d) 621.6(2), 701.4, 711.3, 721.3, 801.2(1), 811.2, 821.2(1)(a) to (d) 901.2(1)(a) to (c) 911.4(1)(a) to (c) 921.2(1)(a) to (c) 931.3 1001.3(a) to (c) 1011.5(a) to (c) 1021.5(a) to (c) 1031.3(1)(a) to (c) 1041.2(a) to (c) 1051.2(a) to (c) 1101.2, 1111.3	150.00
Parking Area / Loading Area / Storage Area Within Setback	801.2(2), 811.2, 821.2(2), 901.2(2), 911.4(2), 921.2(2), 931.3, 1101.2, 1111.3	150.00

# SUNSHINE COAST REGIONAL DISTRICT

## BYLAW NO. 638.14

### **A bylaw to amend *Sunshine Coast Regional District Bylaw Notice Enforcement Bylaw No. 638, 2011***

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

**1. Citation**

This Bylaw may be cited as *Sunshine Coast Regional District Bylaw Notice Enforcement Amendment Bylaw No. 638.14, 2024.*

**2. Amendment**

*Sunshine Coast Regional District Bylaw Notice Enforcement Bylaw No. 638, 2011* is hereby amended as follows:

- a. Replace the table of “Designated Bylaw Contraventions and Penalties” for SCRD Zoning Bylaw No. 722, 2019 contained in Schedule “A” with the revised table as follows:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
SCRD Zoning Bylaw No. 722, 2019	2.1.1	Unauthorized Use	\$150	\$135	\$165	Yes
	2.3.1(g)	Obstruct Entry of SCRD Employee	\$500	\$450	\$500	No
	5.5.1	Keeping Poultry or Rabbits	\$150	\$135	\$165	Yes
	5.5.2(a) to (g)	Keeping Poultry or Rabbits	\$150	\$135	\$165	Yes
	5.6.1(a)(b)	Keeping Livestock	\$150	\$135	\$165	Yes
	5.22.1(a) to (e)	Unauthorized Occupancy During Construction	\$150	\$135	\$165	Yes
	5.4.1(d)	Visible Home-Based Business	\$150	\$135	\$165	Yes
	5.4.1(b)	Home-Based Business Not Enclosed	\$150	\$135	\$165	Yes
	5.4.1(c)	Home-Based Business Exceeding Allowed Area	\$150	\$135	\$165	Yes

	5.4.1(k)	Home-Based Business – Unauthorized Employees	\$150	\$135	\$165	Yes
	5.3.1(a) to (g)	Unauthorized Short-Term Rental	\$500	\$450	\$500	Yes
	5.20.1	Unauthorized Sign	\$150	\$135	\$165	Yes
	5.20.3(a)	Signs Exceeding Allowed Number	\$150	\$135	\$165	Yes
	5.20.3(c)	Sign Exceeding Allowed Area	\$150	\$135	\$165	Yes
	5.20.3(d)	Over Height Sign	\$150	\$135	\$165	Yes
	5.20.2(a)	Sign Exceeding Allowed Area	\$150	\$135	\$165	Yes
	5.20.2(b)	Sign Exceeding Allowed Height	\$150	\$135	\$165	Yes
	11.2.6(a)(b), and 11.12.6	Landscaping Not Provided	\$150	\$135	\$165	Yes
	5.11.1, 5.11.2, 5.11.3, 5.11.4	Over Height Structure	\$150	\$135	\$165	Yes
	5.12.1(a)(b)	Over Height Fence	\$150	\$135	\$165	Yes
	5.14.1(a)(b)	Structure Within Setback	\$150	\$135	\$165	Yes
	5.16.1(a) to (f)	Unauthorized Siting of Building	\$150	\$135	\$165	No
	5.19.1(a)	Motor Vehicle Wrecking	\$150	\$135	\$165	Yes
	5.19.1(b)	Storage of Un-Licensed Vehicle	\$150	\$135	\$165	Yes

- b. Replace the table of “Designated Bylaw Contraventions and Penalties” for SCRD Electoral Area A Zoning Bylaw No. 337, 1990 contained in Schedule “A” with the revised table as follows:

Bylaw	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
SCRD Electoral Area A	302	Unauthorized Use	\$150	\$135	\$165	Yes
	304(d)	Obstruct Entry of SCRD Employee	\$500	\$450	\$500	No

Zoning Bylaw No. 337, 1990	503(1)(2)(3)	Keeping of Farm Animals	\$150	\$135	\$165	Yes
	507(a)	Visible Home Business	\$150	\$135	\$165	Yes
	507(b)	Home Business Not Enclosed	\$150	\$135	\$165	Yes
	507(e)	Home Business Exceeding Allowable Area	\$150	\$135	\$165	Yes
	507(f) (i)-(ii)	Home Business unauthorized Employees	\$150	\$135	\$165	Yes
	509(a)(b) (c)(d)	Unauthorized Bed & Breakfast Homes and Inns	\$500	\$450	\$500	Yes
	510(a)(b) (c)(d)(e)(f)	Unauthorized Occupancy during Construction	\$150	\$135	\$165	Yes
	512(1)	Over Height Structure	\$150	\$135	\$165	Yes
	512(4)	Over Height Fence	\$150	\$135	\$165	Yes
	601.3(a) to (d), 611.4(a) to (d) 621.6(1)(a) to (d), 621.6(2), 701.4, 711.3, 721.3, 801.2(1), 811.2, 821.2(1)(a) to (d), 901.2(1)(a) to (c), 911.4(1)(a) to (c), 921.2(1)(a) to (c), 931.3, 1001.3(a) to (c), 1011.5(a) to (c), 1021.5(a) to (c), 1031.3(1)(a) to (c), 1041.2(a) to (c), 1051.2(a) to (c), 1101.2,, 1111.3	Structure Within Setback	\$150	\$135	\$165	Yes

801.2(2), 811.2, 821.2(2), 901.2(2), 911.4(2), 921.2(2), 931.3, 1101.2, 1111.3	Parking Area / Loading Area / Storage Area within Setback	\$150	\$135	\$165	Yes
503(3)  1081.3(2)	Intensive Agricultural Use Within Setback	\$150	\$135	\$165	Yes
515 (1)(a) to (e)	Unauthorized Siting of Building	\$150	\$135	\$165	No
516(1)	Unenclosed Storage	\$150	\$135	\$165	Yes
516(2)	Auto Wrecking	\$150	\$135	\$165	Yes
516(2)	Salvage Yard	\$150	\$135	\$165	Yes

READ A FIRST TIME                      this    12<sup>th</sup>    day of                      September, 2024

READ A SECOND TIME                      this    12<sup>th</sup>    day of                      September, 2024

READ A THIRD TIME                      this    12<sup>th</sup>    day of                      September, 2024

ADOPTED    this    12<sup>th</sup>    day of                      September, 2024

\_\_\_\_\_  
 CORPORATE OFFICER

\_\_\_\_\_  
 CHAIR