



# SUNSHINE COAST REGIONAL DISTRICT



## REGULAR BOARD MEETING TO BE HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

THURSDAY, OCTOBER 10, 2019

### AMENDED AGENDA

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

#### AGENDA

1. Adoption of agenda

#### MINUTES

2. Regular Board meeting minutes of September 12, 2019 Annex A  
Pages 1-11

#### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

#### PRESENTATIONS AND DELEGATIONS

3. Ed Pednaud, Better Fields Committee Annex B  
p 12 – 24  
Regarding quality of playing fields **ADD⇒** pp 22a-e

#### REPORTS

4. Planning and Community Development Committee recommendation Nos. 1-3, 5-10, 14-19, 21-24, 26 and 28 of September 12, 2019 Annex C  
pp 25 – 33  
*(recommendation Nos. 4, 11, 12, 13, 20, 25 and 27 previously adopted)*
5. Infrastructure Services Committee recommendation Nos. 1-13 of September 19, 2019 Annex D  
pp 34 – 37
6. Corporate and Administrative Services Committee recommendation Nos. 1-14 of September 19, 2019 Annex E  
pp 38 – 42
- 6a. **ADD⇒** Planning and Community Development Committee recommendation Nos. 2, 4, 9, 11, 12 and 13 of October 10, 2019 pp 42a-b
7. Chief Administrative Officer –2019-2023 Amended Draft Strategic Plan Annex F  
pp 43 – 61

**COMMUNICATIONS**

**MOTIONS**

- 8. THAT the resignation of Sandra Cunningham from the Area E Advisory Planning Commission be received.

**BYLAWS**

- 9. *Roberts Creek Official Community Plan Amendment Bylaw No. 641.10, 2018* Annex G  
pp 62 – 63  
 – **third reading and adoption**  
 ( **Voting – Electoral Area Directors – 1 vote each**)
  
- 10. *Sunshine Coast Regional District Zoning Amendment No. 310.179, 2018* Annex H  
pp 64 – 65  
 – **third reading and adoption**  
 ( **Voting – Electoral Area Directors – 1 vote each**)

**DIRECTORS’ REPORTS**

Verbal

**NEW BUSINESS**

**IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (e), (g), (k) (i) and 2(b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations or other employee relations”, “the acquisition, disposition, or expropriation of land...”, “litigation or potential litigation...”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “the receipt of advice that is subject to solicitor-client privilege...”“the consideration of information received and held in confidence relating to negotiation between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party”.

**ADJOURNMENT**



Cost Estimates

A cost estimate spreadsheet is attached showing the costs for each of the options. The estimates are based on a total field area of 18,000 square meters and a total length of 3,450 meters of drain pipe. The estimates assume all excess material can be disposed of on-site. The costs for each option include a contingency but exclude taxes, administrative, and engineering costs: The various options have been developed to a conceptual stage only and the cost estimates should be considered as order of magnitude only. Below is a summary of the estimates:

OPTION	COST
Option 1	\$ 0.00
Option 2	\$ 410,000.00
Option 3	\$ 540,000.00
Option 4	\$ 490,000.00
Option 4a	\$ 110,000.00

The cost estimates assume that some of the stripped topsoil material can be reused as growing medium after field remediation.

The existing irrigation system will likely sustain some damage in all options and for all options a contingency budget for repair to irrigation piping is included in the cost estimates.

Recommendations

After our investigation we have concluded that the slow drainage of the fields can be attributed mainly to the low permeability of the existing sand base. In addition we are of the opinion that the filter fabric will also impede the flow of water if left in place.

The purpose of this study was to present options for improving the field drainage and therefore although Option 1 is an obvious consideration for the SCRD, we have excluded it in our consideration of the recommended option. Options 2 and 4 are similar in that both methods retain and reuse the existing perforated pipes. Option 3 involves constructing new fields complete with new drainage system overtop the existing fields

Options 2, 3, and 4 all achieve the same end result and therefore the recommended option is the least expensive option which is Option 2. Option 2 has been proven to be an effective method of remediation on one other field however, it does not necessarily provide a completely consistent material after the mixing process. In addition there may be need to place a thin sand filter material before placing the growing medium depending on the end results of the mixing process.

Option 4a is significantly cheaper than all the other options, however it will only provide partial improvement of the field drainage system and is not recommended as a stand alone solution. Option 4a could be implemented as a staged approach where Option 4a would be implemented one year and the remainder of the remediation would be completed at a later date. Implementation of Option 4a will also result in varying irrigation needs across the fields.



Sunshine Coast Regional District  
John Miller, Parks Supervisor

May 1, 2007  
File: 07-073-03

Prior to implementing any of the options, further investigation should include random video inspection of drain pipes and inspection of the filter fabric over the drains. In addition any method implemented should be first tested on a small scale to determine the best construction methods and confirm the desired results are achieved. The options presented are conceptual in design and further design effort would be required to finalize design details.

We trust you find the above report to your satisfaction. If you have any questions please contact the writer at 604-420-1721.

Yours truly,  
R.F. BINNIE & ASSOCIATES LTD.

James Martens, AScT  
Senior Project Manger

Encl.

JM/kw



**R.F. Binnie & Associates Ltd.**  
ENGINEERS, PROJECT MANAGERS & SURVEYORS

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July 28, 2008  
File: 07-073-03

Sunshine Coast Regional District  
1975 Field Road  
Sechelt, B.C.  
V0N 3A1

Attention: Mr. John Miller, Parks Supervisor

Dear Sir:

**RE: Drainage at Shirley Macey Fields**

This letter follows our earlier report dated May 25<sup>th</sup>, 2007 regarding the drainage at the Shirley Macey fields. The previous report indicated further investigation and testing should be carried out before implementing any widespread repair strategy on the fields.

On July 14<sup>th</sup>, 2008 we met with the Sunshine Coast Regional District (SCRD) on site to discuss implementation of interim measures and test strategies relating to drainage issues on the fields. We understand the SCRCD has allocated a budget of \$50,000.00 at this time towards addressing drainage issues on the fields.

At the time of our site visit the fields appeared to be in relatively good condition in spite of reported heavy use from soccer groups through the past fall and spring of this year. Some exception to this was noted in high wear areas and also in areas where pet owners used the field for exercising their dogs. Based on our conversations with SCRCD staff, it seems likely that these fields are used more heavily and for a longer period of time than many other natural grass fields. Although there may be slow drainage in some areas, the surface appears to have high shear strength and resists wear quite well.

Given the current budget and the generally acceptable condition of the fields, we are presenting the following methods which could be implemented to further the field investigation without taking the fields out of play:

1. In our discussions with the SCRCD maintenance staff it was noted that drainage in some areas appeared to be somewhat improved after a coring operation. We recommend continuing with a more intensive coring schedule which would result in approximately four separate coring operations in the year of 2008 along with other normally scheduled maintenance. The coring has the effect of opening the surface and providing some relief for surface water. This is a relatively inexpensive approach and areas known to have slow drainage can be observed over time to determine if the coring has a positive effect on the drainage characteristics of the fields. While the positive effects of coring may not be long lasting, it is an operation which can be repeated easily when needed.



2. Excavate to expose several of the lateral drains in order to view the conditions of the filter cloth, drain rock and perforated pipe and determine if all components are in working order. This operation could be carried out by exposing several lateral drain pipes near the center of the two fields where the pipes terminate at the collector trench, and then exposing the same pipes at the other end near the edge of the field. This will allow the main playing surface to remain in operation and also minimize the damage to the field. After exposure of the ends of the perforated pipes, a video inspection of those pipes should also be completed.
3. Choose a test area near the edge of a field where the drainage is known to be slow and excavate small trenches approximately 200 millimetres wide extending down to the same depth as the top of the drain rock in the perforated laterals. The trenches should be cut perpendicular to the existing perforated pipes at intervals of approximately 3 meters in the test section. The excavated trenches should be filled with drain rock material (birds eye gravel) and then the growing medium placed back over the trenches. If this method improves the drainage sufficiently then it could be used on a wider scale to improve targeted areas of the fields without taking the entire field out of service.
4. Provide signage at the park entrance educating pet owners on the adverse affects the animals have on the playing surface of the fields and directing them to the other available passive areas surrounding the playing surfaces of the fields. This could include improving the condition of areas outside the fields to provide a more desirable and designated pet exercise area(s). This will likely not eliminate the pet exercise activities on the field area but with education can significantly reduce the damage caused by this activity.

The above describes some of the initial steps which can be taken before committing to a more comprehensive repair strategy for these fields. Based on our information, community and user groups are currently enjoying the use of these fields to a much greater degree than is the case on many other natural grass fields. It is not unusual to have natural grass fields closed during the summer months to recover from spring activity and this has not been necessary with these fields. While there may be some inconvenience to users from areas of slow drainage during the wet months, the fields appear to be serving the community reasonably well.

It should also be noted that implementing methods to improve drainage may reduce the toughness of the surface and possibly increase the need for irrigation as a result of improved drainage characteristics. Given the high cost and disruptive nature of an approach which takes the entire field out of use for an extended period of time, and provided that the lateral drains are operating as intended, implementing less intrusive measures may provide adequate improvement while at the same time eliminating the need for large expenditures on repair strategies for these fields.

Yours truly,  
R.F. BINNIE & ASSOCIATES LTD.

James Martens, AScT  
Senior Project Manager

Better Fields Committee: SCRD Board Delegation October 10, 2019

We respectfully submit the following suggestions to follow up on our delegation and the serious concerns of Sunshine Coast field users:

- At this board meeting, revise your strategic plan to include improved fields maintenance and upgrades in the SCRD Strategic Plan.
- Support an intergovernmental ad-hoc committee of personnel in charge of field maintenance from all local governments and SD46, with community representation from the user groups, to meet at least once every two months.
- End current SCRD practice of dismissing outside advice regarding field maintenance, and instead pursue and embrace it, ideally on a coordinated, intergovernmental basis via the ad-hoc committee.
- Review the past reports included in this agenda, including the Binnie report from 12 years ago and the December 2014 report that states “professional opinion states that the fields should be properly redone with the correct sand to resolve drainage issues.”
- At this board meeting, pass a motion requesting SCRD staff to prepare 2020 budget proposals to address this work, particularly at Shirley Macey.
- For this year, focus temporary remediation efforts on Cliff Gilker rather than Shirley Macey, which is a lost cause and requires long-term remediation.
- Vigorously pursue purchase of necessary equipment amongst the four local governments and SD#46. Figure out a cost-sharing arrangement and share these assets.
- Revitalize the Joint Use function to modestly fund enhanced maintenance for community use of SD46 fields in the 2020 budget.

**Recommendation No. 2**     *Sunshine Coast Affordable Housing Society*

THAT the delegation materials from the Sunshine Coast Affordable Housing Society be received;

AND THAT the Sunshine Coast Affordable Housing Society delegation materials be referred to staff and that a proposal for an SCRD sponsored Affordable Housing Conference be brought back to a future Committee;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of October 10, 2019.

**Recommendation No. 4**     *Supportive Housing Project at former Gibsons RCMP Station*

THAT the SCRD send a letter of support for the proposed supportive housing project in the Town of Gibsons;

AND THAT this recommendation be forwarded to the Regular Board meeting of October 10, 2019.

**Recommendation No. 9**     *SCRD Advisory Committees' Comments on BCTS 2019-2023 Operation Plans*

THAT the report titled Advisory Committees' Comments on BCTS 2019-2023 Operation Plans be received;

AND THAT the staff report with Advisory Committee comments be forwarded to BC Timber Sales in response to the BCTS 2019-2023 Operations Plan referral;

AND FURTHER THAT this recommendation be forwarded to the October 10, 2019 Regular Board meeting.

**Recommendation No. 11**     *Feedback to Ministry of Agriculture – Class D Slaughter Licence*

THAT the report titled Feedback to Ministry of Agriculture – Class D Slaughter Licence be received;

AND THAT SCRD respond to the Ministry of Agriculture indicating support for expanding Class D licence areas and for permitting the retail sale of Class D license inspected meat in adjacent regions;

AND FURTHER THAT this recommendation be forwarded to the October 10, 2019 Regular Board meeting.

**Recommendation No. 12**     *Request for Proposal (RFP) 193500 Contract Award Green Waste Container and Hauling Services*

THAT the report titled Request for Proposal (RFP) 193500 Contract Award Green Waste Container and Hauling Services be received;

AND THAT the contract for Green Waste Container and Hauling Services be awarded to Waste



Management of Canada Corporation in the amount up to \$264,743 (plus GST);

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

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

AND FURTHER THAT this recommendation be forwarded to the October 10, 2019 Regular Board meeting.

**Recommendation No. 13**    *Community Emergency Preparedness Fund Grant Application*

THAT the report titled Community Emergency Preparedness Fund – Volunteer & Composite Fire Department Training & Equipment Grant Application be received;

AND THAT an application be submitted on behalf of the four SCRD fire departments to the 2019 Community Emergency Preparedness Fund - Volunteer & Composite Fire Department Training & Equipment funding stream for the purchase of wildland urban firefighting equipment and facilitation of 'team leader' training in accordance with Provincial standards;

AND FURTHER THAT this recommendation be forwarded to the October 10, 2019 Regular Board meeting.