



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, SEPTEMBER 14, 2023

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of July 27, 2023

Annex A
Pages 4 - 17

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole recommendation Nos. 4-9 of July 27, 2023
(*recommendation Nos. 1-3 previously adopted*) Annex B
pp 18 - 20
4. Request For Proposal 2337006 Contract Award for Dam Safety
Improvements and Upgrades at Chapman, Edwards, and McNeill
Lakes – Manager, Capital Projects Annex C
pp 21 - 22
(Voting – All Directors – 1 vote each)
5. RFP 2361306 HVAC Unit Replacement at GACC - Contract Award
– Manager, Facility Services Annex D
pp 23 - 24
(Voting – All Directors – 1 vote each)

COMMUNICATIONS

6. Ruth Simons, President, Howe Sound Biosphere Region Initiative
Society, dated August 30, 2023 Annex E
pp 25 - 26
Regarding Howe Sound Community Forum and Átl'ka7sem
and Howe Sound Biosphere Region Updates
(Voting – All Directors – 1 vote each)

7. Ben Geselbracht, 1st Vice-President, Association of Vancouver Island and Coastal Communities (AVICC), dated August 21, 2023
 Regarding Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE) Request for Approval of Terms of Reference, Elected Official Appointee, and RFP for Committee Secretariate and Administrative Services
(Voting – Electoral Area Directors – 1 vote each)

Annex F
 pp 27 - 34

MOTIONS

8. MOTION FOR WHICH NOTICE HAS BEEN GIVEN:

Relief from Water Conservation Regulations for Commercial Farms Using Water for Food Crops (Director Gabias)

WHEREAS Stage 4 water conservation regulations came into effect on September 8th, and the 2-week exemption period for commercial farms to water food crops will end on September 22nd;

AND WHEREAS commercial farms face potential crop failure and soil erosion should farmers not be able to irrigate their crops after the 2-week exemption period, leading to a reduction in food security on the Sunshine Coast;

AND WHEREAS *SCRD Water Rates and Regulations Bylaw No. 422* already has a provision in sections 19.8 and 19.9 that allows the SCR D to temporarily prohibit the use of water for high volume commercial purposes should an emergency impact the ability for the Regional District to supply treated drinking water for essential uses:

AND WHEREAS the addition of Church Rd well in 2023 has increased our water resiliency;

AND WHEREAS the issue of sustainable water supply for commercial farms is complex and will require additional time and resources;

AND WHEREAS temporary relief is sought while a more permanent solution for commercial farm water use is developed;

THEREFORE BE IT RESOLVED THAT Schedule J of *SCRD Water Rates and Regulations Bylaw No. 422* be temporarily amended to provide commercial farms an exemption from Stage 4 water conservation regulations for food crops in 2023 and 2024.

(Voting – A, B, D, E, F, Sechelt – 1 vote each)

9. MOTION FOR WHICH NOTICE HAS BEEN GIVEN:

Ministry of Transportation and Infrastructure Sechelt Office Staffing
(Director McMahon)

Annex G
pp 35

THAT the SCRD write to the Ministry of Transportation and Infrastructure with an urgent request that the staffing level of the Sechelt Office be increased to a minimum of two staff.

(Voting – All Directors – 1 vote each)

10. THAT the resignation of Rod Moorcroft from the Elphinstone Advisory Planning Commission (Area E) be received.

(Voting – Electoral Area Directors – 1 vote each)

BYLAWS

DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (f), (g), (i), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations...”, “law enforcement ...”, “litigation or potential litigation...”; “the receipt of advice that is subject to solicitor-client privilege...”, and “negotiations and related discussions respecting the proposed provision of a municipal service...”.

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

July 27, 2023

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

PRESENT:	Chair	Electoral Area A	L. Lee
	Directors	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 (in part)
		District of Sechelt	A. Toth
		Town of Gibsons	S. White
		shíshálh Nation Government District	P. Paul
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault
	GM, Infrastructure Services (Acting)		M. Brown
	GM, Planning and Development		I. Hall
	Manager, Capital Projects		S. Misiurak (in part)
	Water Sustainability Coordinator		G. Starsage (in part)
	Chief Building Official		B. Kennett (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Executive Assistant		C. Armitage (in part)
	Media		1
	Public		1

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

CALL TO ORDER 1:58 p.m.

AGENDA **It was moved and seconded**

221/23 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

222/23 THAT the Regular Board meeting minutes of July 13, 2023 be adopted.

CARRIED

REPORTS

COW

It was moved and seconded

223/23

THAT Committee of the Whole recommendation Nos. 1-6 of July 13, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Water Supply Update*

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

Recommendation No. 2 *Dream Valley Estates Water System Feasibility Service Area*

THAT the report titled Dream Valley Estates Water System Feasibility Service Area be received for information;

AND THAT Dream Valley Estates be considered a 'feasibility service area' for the purposes of this work;

AND THAT a budget of up to \$30,000 be approved and included in Electoral Area A Feasibility [function 151] to cover the associated costs for associated assessment and feasibility study for the potential takeover/conversion of Dream Valley Estates Water System;

AND THAT 100% of the costs for these works be funded by the ownership/strata of the Dream Valley Estates Water System;

AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.

Recommendation No. 3 *Dan Bosch Park and Katherine Lake Park Proposed Enhancement Projects Update*

THAT the report titled Dan Bosch Park and Katherine Lake Park Proposed Enhancement Projects Update be received for information;

AND THAT a Budget Proposal for a Park Management Plan for both Dan Bosch Park and Katherine Lake Park be submitted as part of the 2024-2028 Financial Planning Process.

Recommendation No. 4 *Food Waste Processing Contract Updates*

THAT the report titled Food Waste Processing Contract Updates be received for information;

AND THAT the contract with Salish Environmental Group Inc. for food waste processing services be extended for an additional two (2) year period from September 1, 2023, to August 31, 2025;

AND THAT the contract with Salish Environmental Group Inc. be increased by \$174,300 to \$380,100 (not including GST);

223/23 cont. AND FURTHER THAT the delegated authorities be authorized to execute the contract.

Recommendation No. 5 *RFP 2361304 Gibsons and Area Community Centre Youth Services - Contract Award*

THAT the report titled RFP 2361304 Gibsons and Area Community Centre Youth Services – Contract Award be received for information;

AND THAT the contract to provide Youth Services at the Gibsons and Area Community Centre be awarded to YMCA BC Sea to Sky Region in the amount of up to \$138,252 (excluding GST);

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

Recommendation No. 6 *Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Minutes of June 6, 2023*

THAT the Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) meeting minutes of June 6, 2023, be received for information.

CARRIED

EAS **It was moved and seconded**

224/23 THAT Electoral Area Services Committee recommendation Nos. 1-13 of July 20, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Director Attendance*

THAT District of Sechelt Director Alton Toth be permitted to attend and participate in the Electoral Areas Service Committee Meeting of July 20, 2023.

Recommendation No. 2 *Tiny Home Alliance of Canada and Sunshine Coast Tiny Homes Ltd. Delegation*

THAT the delegation materials provided by Pam Robertson, Tiny Home Alliance of Canada and Sunshine Coast Tiny Homes Ltd. be received for information;

AND THAT staff report to the October 12, 2023 Electoral Areas Services Committee with an update of the changes on Tiny Homes over the past five years and an outline of the steps required to advance a pilot project;

AND FURTHER THAT the 2018 staff report be included for reference.

224/23 cont.

Recommendation No. 3 *Development Variance Permit Application DVP00085 (Cawley Point Cabins) Delegation*

THAT the delegation materials provided by Pablo Yuste,OMICRON AEC and Angela Letman, Very Coast Planning and Design be received for information.

Recommendation No. 4 *Development Variance Permit DVP00085 (Cawley Point Cabins)*

THAT the report titled Development Variance Permit DVP00085 (Cawley Point Cabins) be received for information;

AND THAT the staff report be referred to the Halfmoon Bay Electoral Area B Advisory Planning Commission (APC), the Egmont / Pender Harbour Electoral Area A APC and District of Sechelt Council.

Recommendation No. 5 *Zoning Amendment Bylaw 722.2 (562 Veterans Road)*

THAT the report titled Zoning Amendment Bylaw 722.2 Consideration of First, Second and Third Readings (562 Veterans Road) be received for information;

AND THAT Zoning Amendment Bylaw No. 722.2, 2022 be forwarded to the Board for First, Second and Third readings.

Recommendation No. 6 *Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road)*

THAT the report titled Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) – Consideration of First and Second Readings be received for information;

AND THAT Zoning Amendment Bylaw No. 722.6 be forwarded to the Board for First and Second Readings;

AND THAT a Public Hearing to consider Amendment Zoning Bylaw No. 722.6 be arranged;

AND FURTHER THAT Director Toth be delegated as the Chair and Director Stamford be delegated as the Alternate Chair for the Public Hearing.

Recommendation No. 7 *Amendment Zoning Bylaw No. 722.9 and 337.123 Mitigation Watercourse and Shoreline Protection Amendments*

THAT the report titled Planning Enhancement Project (PEP) 2 Phase 1 Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 Mitigation Watercourse and Shoreline Protection Amendments be received for information;

AND THAT Zoning Bylaw No. 722.9 and 337.123 be considered for First Reading;

224/23 cont.

AND FURTHER THAT Zoning Bylaw No. 722 and 337 be referred to agencies and Advisory Planning Commissions for comment.

Recommendation No. 8 *Proposed Agricultural Land Reserve Exclusion (ALC 67287, ALR00024) - 508 Pratt Rd, Elphinstone*

THAT the report titled Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone be received for information;

AND THAT Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd, Elphinstone be denied.

Recommendation No. 9 *2023 Electoral Areas' Grant-in-Aid Debrief*

THAT the report titled 2023 Electoral Areas' Grant-in-Aid Debrief be received for information;

AND THAT the Electoral Areas' Grant-in-Aid Policy and process be referred to a future Board Policy Review Committee meeting.

Recommendation No. 10 *Roberts Creek Park Protection*

THAT the report titled Roberts Creek Park Protection be received for information;

AND THAT staff be authorized to work with the Roberts Creek Community Association to register a restrictive covenant on both Roberts Creek Park and Hall property titles, with the BC Land Registry, to formalize the land relationship and protect parkland from potential risks.

Recommendation No. 11 *RFP 2334502 Engineering Services Ports Capital Projects Award*

THAT the report titled RFP 2334502 Engineering Services Ports Capital Projects Award be received for information;

AND THAT the contract to provide Engineering services for Ports Capital Projects be awarded to CIMA Canada Inc. in the amount of up to \$181,320 (excluding GST);

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

Recommendation No. 12 *Elphinstone (Area E) APC Meeting Minutes of June 28, 2023*

THAT the Elphinstone Advisory Planning Commission meeting minutes of June 28, 2023 be received for information.

224/23 cont. **Recommendation No. 13** *Ports Monitors Committee Meeting Minutes of May 29, 2023*

THAT the Ports Monitors (POMO) Committee meeting minutes of May 29, 2023 be received for information.

CARRIED

Finance **It was moved and seconded**

225/23 THAT Finance Committee recommendation Nos. 1-4 of July 20, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Corporate Financial Variance – Q2*

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

Recommendation No. 2 *2023 Budget Debrief and 2024-2028 Financial Planning Process*

THAT the report titled 2023 Budget Debrief and 2024-2028 Financial Planning Process be received for information;

AND THAT the process and timelines for the 2024-2028 Financial Planning Process be approved as presented;

AND FURTHER THAT the 2023 Board Calendar be amended, and the 2024 Board Calendar include the Finance Committees for the purposes of 2024-2028 Financial Planning Budget Meetings, as follows:

- December 4-6, 2023 – Round 1 Budget; and
- January 29 and 30, 2024 – Round 2 Budget.

Recommendation No. 3 *Debt as at June 30, 2023*

THAT the report titled Sunshine Coast Regional District Debt as at June 30, 2023 be received for information.

Recommendation No. 4 *Canada Community-Building Fund – Community Works Fund Update*

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

CARRIED

COW **It was moved and seconded**

226/23 THAT Committee of the Whole recommendation Nos. 1-3 of July 27, 2023 be received, adopted and acted upon as follows:

226/23 cont. **Recommendation No. 1** *Development Approvals Process Review (DAPR) Final Report*

THAT the report titled Development Approvals Process Review (DAPR) Final Report be received for information;

AND THAT the DAPR Final Report be accepted and endorsed to guide enhancement of SCRD's development approval processes;

AND THAT implementation of DAPR Final Report recommendations be considered as part of the 2024 budget process;

AND THAT, if the grantor allows, the Delegated Authorities be authorized to amend the contract with KPMG LLP to increase the value from \$185,170 to up to \$210,170, funded from currently approved grant funding, to complete further work related to process review activities permitted by the Development Approvals Process Review program;

AND FURTHER THAT the delegated authorities be authorized to approve amended grant terms and conditions as may be required by the grantor Union of BC Municipalities (UBCM).

Recommendation No. 2 *Sunshine Coast Arena Ice Operations – Water Source*

THAT the report titled Sunshine Coast Arena Ice Operations – Water Source be received for information;

AND THAT the installation and operations of ice (mid-September through mid-March) at the Sunshine Coast Arena continue to utilize the Chapman water system.

Recommendation No. 3 *Sunshine Coast Arena Ice Operations – Water Source*

THAT a Budget Proposal for an evaluation of the well adjacent to the Sunshine Coast Arena be submitted as part of the 2024-2028 Financial Planning process.

CARRIED

Accessibility Advisory
Committee

It was moved and seconded

227/23

THAT the report titled Sunshine Coast Regional Accessibility Advisory Committee Terms of Reference be received for information;

AND THAT the establishment of the Sunshine Coast Regional Accessibility Committee be supported;

AND FURTHER THAT the draft Terms of Reference for the Sunshine Coast Regional Accessibility Advisory Committee be adopted as presented.

CARRIED

- Appointments **It was moved and seconded**
- 228/23 THAT Director Gabias be appointed as the SCRD Board Liaison to the Sunshine Coast Regional Accessibility Committee;
- AND THAT Director McMahon be appointed as the SCRD Board Alternate Liaison to the Sunshine Coast Regional Accessibility Committee.
- CARRIED**
- Connected Coast **It was moved and seconded**
- 229/23 THAT the report titled Connected Coast Network and Last Mile Infrastructure Housekeeping Item - Letter of Support be received for information;
- AND THAT a letter of support for the Universal Broadband Fund Application be sent to CityWest to complete the file for the successful grant application for high-speed connectivity to underserved residents and organizations in New Brighton (Gambier Island) and Keats Island.
- CARRIED**
- Water Supply Plan Contract **It was moved and seconded**
- 230/23 THAT the report titled Proposed Amendment to the Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources (Groundwater Investigation Phase 5) RFP 2337004 - be received for information;
- AND THAT the contract awarded to Kalwij Water Dynamics Inc. be amended for a value not to exceed \$473,000 for two (2) additional wells;
- AND THAT the delegated authorities be authorized to execute the contract;
- AND FURTHER THAT the Chapman Siphon Removal project in the amount of \$100,000 be abandoned and reallocated to the Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources (Groundwater Investigation Phase 5) project to accommodate the additional two (2) wells.
- CARRIED**
- Unified AAP **It was moved and seconded**
- 231/23 THAT the report titled Unified Alternative Approval Process Results – Community Recreation Facilities Roof Renewal Loan Authorization Bylaw No. 741, 2023 and Halfmoon Bay Fire Rescue Apparatus Loan Authorization Bylaw No. 742, 2023 be received for information.
- CARRIED**

Notice on Title **It was moved and seconded**

232/23 THAT the report titled Placement of Notice on Title be received for information;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 1, Block 3, District Lot 909, Plan VAP1275, PID 014-695-821, Folio 746.01219.000.

CARRIED

Notice on Title **It was moved and seconded**

233/23 THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 2, District Lot 1621, Plan EPP71272, PID 030-620-147, Folio 746.02111.110.

CARRIED

CAO Report **It was moved and seconded**

234/23 THAT the Office of the CAO Monthly Report – verbal update be received for information.

CARRIED

MOTIONS

APC Resignation **It was moved and seconded**

235/23 THAT the resignation of Dave Haboosheh from the West Howe Sound Advisory Planning Commission (Area F) be received.

CARRIED

BYLAWS

Bylaw 422.43 **It was moved and seconded**

236/23 THAT the report titled *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be received for information;

AND THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be considered for three readings and adoption.

CARRIED

Bylaw 422.43 **It was moved and seconded**
237/23 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be read a first time.

CARRIED

Bylaw 422.43 **It was moved and seconded**
238/23 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be read a second time.

CARRIED

Bylaw 422.43 **It was moved and seconded**
239/23 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be read a third time.

CARRIED

Bylaw 422.43 **It was moved and seconded**
240/23 THAT *Sunshine Coast Regional District Water Rates and Regulations Amendment Bylaw No. 422.43, 2023* be adopted.

CARRIED

Director White left the meeting at 2:48 p.m.

Bylaw 337.123 **It was moved and seconded**
241/23 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 337.123, 2023* be read a first time.

CARRIED

Director White returned to the meeting at 2:50 p.m.

Bylaw 722.9 **It was moved and seconded**
242/23 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9, 2023* be read a first time.

CARRIED

Bylaw 722.2 **It was moved and seconded**
243/23 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.2, 2023* be read a first time.

CARRIED

Bylaw 722.2 **It was moved and seconded**
244/23 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.2, 2023* be read a second time.

CARRIED

Bylaw 722.2 **It was moved and seconded**
245/23 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.2, 2023* be read a third time.

CARRIED

Bylaw 722.6 **It was moved and seconded**
246/23 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.6, 2023* be read a first time.

CARRIED

Bylaw 722.6 **It was moved and seconded**
247/23 THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.6, 2023* be read a second time.

CARRIED

Bylaw 740.1 **It was moved and seconded**
248/23 THAT the report titled 2023-2027 Financial Plan Bylaw Amendments be received for information;

AND THAT the 2023-2027 Financial Plan Bylaw (740.1) and related schedules be amended to include changes from March 23 to July 13, 2023.

CARRIED

Bylaw 740.1 **It was moved and seconded**
249/23 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.1, 2023* be read a first time.

CARRIED

Bylaw 740.1 **It was moved and seconded**
250/23 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.1, 2023* be read a second time.

CARRIED

Bylaw 740.1 **It was moved and seconded**
251/23 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.1, 2023* be read a third time.

CARRIED

Bylaw 740.1 **It was moved and seconded**
252/23 THAT *Sunshine Coast Regional District Financial Plan Amendment Bylaw No. 740.1, 2023* be adopted.

CARRIED

Bylaw 741 **It was moved and seconded**
253/23 THAT *Community Recreation Facilities Roof Renewal Project Loan Authorization Bylaw No. 741, 2023* be adopted.

CARRIED

Bylaw 742 **It was moved and seconded**
254/23 THAT *Halfmoon Bay Fire Protection Service Rescue 1 Fire Apparatus Replacement Project Loan Authorization Bylaw No. 742, 2023* be adopted.

CARRIED

DIRECTORS' REPORTS

Directors provided a verbal report of their activities.

Director Inkster left the meeting at 3:04 p.m.

Director White left the meeting at 3:06 p.m. and returned to the meeting at 3:15 p.m.

The Board moved In Camera at 3:15 p.m.

IN CAMERA It was moved and seconded

255/23 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (c), (f), (g), (i), (j), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”, “labour relations...”, “law enforcement ...”, “litigation or potential litigation...”; “the receipt of advice that is subject to solicitor-client privilege...”, “information that is prohibited ... under section 21 of FOIPPA...”, “negotiations and related discussions respecting the proposed provision of a municipal service...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”.

CARRIED

The Board recessed at 3:17 p.m. and reconvened at 3:32 p.m.

The Board moved out of In Camera at 4:57 p.m.

RELEASE OF ITEMS FROM IN CAMERA

POMO Appointments It was moved and seconded

256/23 THAT John Rogers be re-appointed as the Ports Monitor Committee representative for the Hopkins Landing dock for a two-year term;

 AND THAT staff continue with recruitment for Ports Monitor Committee representatives for Halfmoon Bay and Vaucroft docks.

CARRIED

BOV Appointment It was moved and seconded

257/23 THAT Terry Davies and Krista Engelland be re-appointed to the Board of Variance for a three-year term.

CARRIED

Watershed Agreement It was moved and seconded

258/23 THAT the report titled Aquifer 560 Watershed Agreement be received for information;

 AND THAT the Sunshine Coast Regional District delegated authorities be authorized to execute the Aquifer 560 Watershed Agreement with the Town of Gibsons substantially in the form of the Agreement dated July 25, 2023;

 AND FURTHER THAT up to \$116,000 be authorized for payment to the Town of Gibsons toward the SCRD's portion of the agreement costs for Aquifer monitoring and engineering services to be funded through the Regional Water Services [370] 2023 base budget.

CARRIED

ADJOURNMENT

259/23 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 4:57 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

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

July 27, 2023

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.

PRESENT:	Chair	Town of Gibsons	S. White
	Directors	Electoral Area B Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt District of Sechelt shíshálh Nation Government District	J. Gabias L. Lee K. Backs D. McMahon K. Stamford D. Inkster B. Rowe (Alt.) P. Paul
ALSO PRESENT:	Chief Administrative Officer Corporate Officer G.M., Corporate Services / Chief Financial Officer G.M., Planning and Development G.M., Community Services Acting G.M., Infrastructure Services Sr. Mgr., Human Resources Manager, Planning and Development Senior Planner Manager, Utilities Services Manager, Facilities Services Manager, Solid Waste Services Manager, Purchasing and Risk Management Executive Assistant Administrative Assistant / Recorder Media Public		D. McKinley S. Reid T. Perreault (part) I. Hall S. Gagnon M. Brown G. Parker (part) J. Jackson (part) Y. Siao (part) S. Walkey (part) A. van Velzen (part) M. Sole (part) V. Cropp (part) C. Armitage T. Crosby 1 2

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

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as amended.

PRESENTATIONS and DELEGATIONS

Chris Sainsbury, Global Infrastructure Advisory Partner, KPMG addressed the Committee regarding the Development Approvals Process Review (DAPR) Final Presentation.

Recommendation No. 1 *Development Approvals Process Review Final Report*

The Committee of the Whole recommended that the report titled Development Approval Process Review (DAPR) Final Report be received for information;

AND THAT the DAPR Final Report be accepted and endorsed to guide enhancement of the Sunshine Coast Regional District's (SCRD) development approval processes;

AND THAT implementation of DAPR Final Report recommendations be considered as part of the 2024 budget process;

AND THAT, if the grantor allows, the delegated authorities be authorized to amend the contract with KPMG LLP to increase the value from \$185,170 to up to \$210,170, funded from currently approved grant funding, to complete further work related to process review activities permitted by the DAPR program;

AND THAT the delegated authorities be authorized to approve amended grant terms and conditions as may be required by the grantor (Union of British Columbia Municipalities);

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of July 27, 2023.

REPORTS

The Manager, Utility Services provided a water supply update presentation.

The Committee recessed at 10:58 a.m. and reconvened at 11:09 a.m.

Recommendation No. 2 *Sunshine Coast Arena Ice Operations – Water Source*

The Committee of the Whole recommended that the report titled Sunshine Coast Arena Ice Operations – Water Source be received for information;

AND THAT the installation and operations of ice (mid-September through mid-March) at the Sunshine Coast Arena continue to utilize the Chapman water system;

AND FURTHER THAT this recommendation be forwarded to the Regular Board meeting of July 27, 2023.

Directors Gabias, McMahon, Paul and Stamford opposed.

Recommendation No. 3 *Sunshine Coast Arena Ice Operations – Water Source*

The Committee of the Whole recommended that a Budget Proposal for an evaluation of the well adjacent to the Sunshine Coast Arena be submitted as part of the 2024-2028 Financial Planning process;

AND THAT this recommendation be forwarded to the Regular Board meeting of July 27, 2023.

Director Gabias opposed.

Recommendation No. 4 *Solutions for Facilities on the Sunshine Coast at Stage 4 Water Restrictions*

The Committee of the Whole recommended that staff report to a future Committee of the Whole with options and actions pertaining to all the facilities' water usage on the Sunshine Coast during Stage 4 water restrictions.

Directors Lee and White opposed.

Recommendation No. 5 *2022 Solid Waste Regional Diversion – Annual Update*

The Committee of the Whole recommended that the report titled 2022 Solid Waste Regional Diversion – Annual Update be received for information.

Recommendation No. 6 *Planning and Development Department Q2 Report*

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

Recommendation No. 7 *Corporate and Administrative Services – Semi Annual Report*

The Committee of the Whole recommended that the report titled Corporate and Administrative Services – Semi-Annual Report for January to June 2023 be received for information.

Recommendation No. 8 *Director Constituency and Travel Expenses*

The Committee of the Whole recommended that the report titled Director Constituency and Travel Expenses for Period Ending June 30, 2023 be received for information.

Recommendation No. 9 *Contracts Between \$50,000 and \$100,000*

The Committee of the Whole recommended that the report titled Contracts Between \$50,000 and \$100,000 from April 1, 2023 to June 30, 2023 be received for information.

IN CAMERA

The Committee moved In-Camera at 12:09 p.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) of the *Community Charter* "litigation or potential litigation affecting the municipality" and "negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public."

The Committee moved out of In Camera at 12:47 p.m.

ADJOURNMENT 12:48 p.m.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – September 14, 2023

AUTHOR: Bryan Shoji, Manager, Capital Projects

SUBJECT: REQUEST FOR PROPOSAL 2337006 CONTRACT AWARD FOR DAM SAFETY IMPROVEMENTS AND UPGRADES AT CHAPMAN, EDWARDS, AND MCNEILL LAKES

RECOMMENDATION(S)

- (1) THAT the report titled Request for Proposal 2337006 Contract Award for Dam Safety Improvements and Upgrades to Chapman, Edwards, and McNeill Lakes be received for information;
- (2) AND THAT a contract be awarded to Jim Dent Construction Ltd., in the amount of up to \$1,475,150 (excluding GST);
- (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.

BACKGROUND

Following comprehensive dam safety reviews in 2020 and subsequent statutory annual safety reviews, several deficiencies were identified at Chapman, Edwards and McNeill (note: incorrectly spelled and registered as “McNeil” in provincial dam registry) Lake dams that need to be addressed in order to bring the dams into compliance with the Provincial Dam Safety Regulation.

Based on the recommendations from the dam safety reviews, WSP Canada Inc., completed the dam safety upgrades detailed design and specifications. Request for Proposal (RFP) 2337006 to secure a qualified contractor to construct the upgrades was then issued on June 2, 2023, and closed on July 31, 2023.

DISCUSSION

Request for Proposal Response

Three compliant bids were received in response to the RFP. A summary of the bid prices is provided below.

Proponent	Total Bid Price
Jim Dent Construction Ltd.	\$1,475,150
North Construction Ltd.	\$1,711,852
Drake Excavating Ltd.	\$2,163,169

Led by the Sunshine Coast Regional District’s (SCRD’s) Purchasing Department, the evaluation team independently reviewed and scored the proposals based on the evaluation criteria set out in the RFP. Based on this evaluation, Jim Dent Construction Ltd. (Jim Dent), was the highest ranked submission and staff recommend the Dam Safety Improvements and Upgrades to Chapman, Edwards, McNeill Lakes contract be awarded to Jim Dent.

Financial Implications

Jim Dent’s tendered values are within the Financial Plan budgetary limits for all three dams individually and collectively, however, the McNeill Lake dam will have less than \$7,700 contingency remaining. Staff will bring forward a 2024 budget proposal to increase the McNeill Lake Dam project budget to allow for a larger contingency.

STRATEGIC PLAN AND RELATED POLICIES

The Dam Safety Improvement and Upgrade project supports the Strategic Plan initiatives “Plan for and Ensure Year-Round Water Availability Now and In the Future” by ensuring the lake reservoirs are in good operating condition, and “Continue to Develop and Implement Comprehensive Asset Stewardship Strategy”, through proactive dam safety reviews and improvements that optimize asset life.

CONCLUSION

Three compliant proposals were received in response to the Dam Safety Improvements and Upgrades to Chapman, Edwards and McNeill Lakes RFP, with the Jim Dent proposal receiving the highest ranking. The proposed prices are within the Financial Plan budgetary limits for all three dams, however, the McNeill Lake dam project will have less than \$7,700 in contingency. As such, staff will bring forward a 2024 Budget Proposal to increase the McNeill Lake dam project contingency.

Staff recommend awarding a contract for the Dam Safety Improvements and Upgrades at Chapman, Edwards and McNeill Lakes to Jim Dent in the amount of up to \$1,475,150 (plus GST).

Reviewed by:			
Manager	X - S. Walkey	CFO/Finance	X – B. Wing
Acting GM	X - M. Brown	Legislative	
CAO	X - D. McKinley	Purchasing/Risk.	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – September 14, 2023

AUTHOR: Allen van Velzen, Manager, Facility Services

SUBJECT: RFP 2361306 HVAC UNIT REPLACEMENT AT GACC - CONTRACT AWARD

RECOMMENDATIONS

- (1) **THAT the report titled RFP 2361306 HVAC Unit Replacement at GACC - Contract Award be received for information;**
 - (2) **AND THAT a contract to provide HVAC Unit Replacement at GACC be awarded to Entity Mechanical Ltd. in the amount of up to \$355,700 (excluding GST);**
 - (3) **AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The purpose of Request for Proposal RFP 2361306 is to replace twelve roof top HVAC units at the Gibsons and Area Community Centre (GACC). These HVAC units provide heating, cooling and ventilation to the fitness centre, racquet courts, community rooms, office spaces and common areas of the upper floor at the GACC.

DISCUSSION

Request for Proposal (RFP) Process and Results

Request for proposal 2361306 HVAC Unit Replacement at GACC was issued on May 8, 2023 and closed June 8, 2023.

One compliant proposal was received for RFP 2361306. Led by the Purchasing Division, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria set out in Section 7 of the RFP document. Based on the best overall score and value offered, staff have recommended that a contract be awarded to Entity Mechanical Ltd. as they met the specifications as outlined and are the best value for the above-mentioned contract.

Summary of Bids Received

Company Name	Value of Contract (before GST)
Entity Mechanical Ltd.	\$ 348,900

It is recommended that the awarded contract be in the amount not to exceed \$355,700 which provides a \$6,800 contingency.

Financial Implications

There are no financial implications as the current budget for this project is sufficient to cover the contract and contingency value.

Timeline and Next Steps

Following Board decision, the contract award will be made. The HVAC units will need to be ordered (delivery will take approximately 6 months) It is anticipated that the project will be completed by April 2024.

STRATEGIC PLAN AND RELATED POLICIES

This project aligns with strategic focus area 2 of the current Strategic Plan, Asset Stewardship.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2361306 was issued for HVAC Unit Replacement at GACC. One compliant proposal was received.

Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract agreement with Entity Mechanical Ltd. with a value of up to \$355,700 excluding GST, which includes a \$6,800 contingency and that the delegated authorities be authorized to execute the contract.

Reviewed by:			
Manager		CFO/Finance	X – B. Wing
GM	X - S. Gagnon	Legislative	
CAO	X - D. McKinley	Purchasing	X- V. Cropp



August 30, 2023

To: Chair Leonard Lee, Directors McMahon and Stamford, and the Sunshine Coast Regional District Board Directors

Re: Howe Sound Community Forum & Átl'ka7tsem / Howe Sound Biosphere Region Updates

We hope you have had the chance to rest during the summer break having enjoyed quality time within your community and are back to the new session enthused about progressing initiatives that will bring benefit to the *Átl'ka7tsem / Howe Sound Biosphere Region (AHSUBR)*.

As convener of the *Howe Sound Community Forum (HSCF)*, we, the *Howe Sound Biosphere Region Initiative Society (HSBRIS)*, were pleased to see many elected officials at the [April 2023 forum at the Town of Gibsons](#). This letter provides information on the upcoming HSCF in the Resort Municipality of Whistler (RMOW), as well as updates on the AHSUBR since our last communications.

1. Howe Sound Community Forum in Whistler

Please mark your calendars for the next HSCF, taking place **October 13, 2023**, at the Squamish Lillooet Cultural Centre (SLCC) in Whistler. [See event details here](#). Please RSVP to the calendar invitation.

We are delighted that the forum will take place in the Longhouse at the SLCC. Attendees will have the opportunity to explore the exhibits in the rest of the centre.

At the forum, elected officials will share updates from their communities on actions related to the Howe Sound community. Many thanks to Mayor Crompton and Council at the RMOW for hosting this forum.

To be efficient with transport, we encourage carpooling to Whistler. If need be, please contact howesoundcommunityforum@gmail.com if we can assist with your carpooling options.

2. Advancing Biosphere Region Nchu'ú7mut/Unity Plan & Governance

We are advancing on the *Átl'ka7tsem / Howe Sound UNESCO Biosphere Region Roundtable* recruitment. As the advisory body to HSBRIS on the governance of the AHSUBR, it is the intention to have fair representation across sectors, NGOs, civil society and government. [See background here](#).

For information, consensus at the April 2023 HSCF was to appoint one representative from each of the three regional districts, Metro Vancouver, SCR D and SLRD. We will be seeking the nominations of either a staff member, an elected official or an appointee of the local government from within each of these three regional districts. An updated Terms of Reference has also been agreed by the AHSUBR Roundtable Selection Committee. This does not replace the HSCF. For more information, please [visit our website](#) to learn more or contact us directly.

As the managers responsible for the UNESCO designation, we continue to advance collaborative efforts to develop a cohesive management plan. We took time during 2022 and 2023 to solicit input and feedback from various sectors, organizations, levels of government, the Skwxwú7mesh Úxwumixw and individuals on the values, concerns and goals for the region. The resulting *Nchu'ú7mut/Unity Plan* is nearing completion. We will provide an update at the HSCF.

We understand a report from staff regarding our previous requests will be before you September 28th. We look forward to arriving at an understanding and moving forward with the SCR D's commitment to the updated Principles for Cooperation prior to the October 13th forum.

September 15 marks the second anniversary of the UNESCO designation for *Átl'ka7tsem/Howe Sound*. [Please see our website for current information](#) on our projects and latest news and do not hesitate to contact us with any questions.

Sincerely,



Ruth Simons
President, Howe Sound Biosphere Region Initiative Society
ruthsimons@howesoundbri.org
PO Box 465
Lions Bay, B.C.
V0N 2E0
778 834-4292

From: AVICC Info <info@avicc.ca>

Sent: Monday, August 21, 2023 5:06 PM

To: AVICC <avicc@ubcm.ca>

Cc: Theresa Dennison <tdennison@ubcm.ca>; Ben Geselbracht <Ben.Geselbracht@nanaimo.ca>; Penny Cote <pcote@acrd.bc.ca>

Subject: ACTION REQUESTED: VICC Committee on Solid Waste and Circular Economy



Hello VICC Committee on Solid Waste and Circular Economy (VICC-CSWCE) members,

Thanks everyone for your contributions to the June 29th, 2023 meeting discussing the future of the AVICC Special Committee on Solid Waste Management. It was decided that we will work to transition to a member led "Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy" (VICC-CSWCE). Please find attached the final draft of the Committee Terms of Reference, that incorporates your feedback, and an RFP for a third-party secretariate to administer the Committee.

We ask that your regional district complete the following tasks **by September 30, 2023** to move forward with the transition of the Committee:

1. Local RD Board approval of Terms of Reference: Please add the Terms of Reference for the VICC-CSWSE to your next upcoming Regional District Board meeting agenda for Board approval and to request an appointment of an elected representative to participate in the Committee. Please forward the decision, once received, to Ben.Geselbracht@nanaimo.ca with a cc to info@avicc.ca. We require regional district Board approval of the Terms of Reference, as well an appointment to the Committee to proceed.

2. Send any suggestions of organizations or individuals to whom we should send the RFP. Send suggestions to Ben.Geselbracht@nanaimo.ca. So far, the RFP has been sent to:

- Sheila Malloy, Executive Director, Coast Waste Management Association
- Sue Maxwell, Principle, Ecoinspire Planning Services
- Katherine Pearce, Climate Collaboration Coordinator, Community Energy Association

AVICC will schedule a follow up meeting in October for the newly appointed Committee members and RD staff to adopt the Terms of Reference, and to approve a third-party secretariate and budget for the Committee.

Feel free to reach out if you have any questions.

Thank you,

Ben Geselbracht, AVICC 1st Vice-President
ben.geselbracht@nanaimo.ca
250-713-4173



Association of Vancouver Island and Coastal Communities
236.237.1202
info@avicc.ca
www.avicc.ca

The AV/CC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy

(VTCC-CSWCE)

Terms of Reference

DATE ADOPTED

Vision

That local governments on Vancouver Island, Qathet and the Sunshine Coast are working together to address the opportunities and challenges of managing solid waste. Our residents are aware of, and support the need to reduce and manage our waste in a sustainable manner as we work toward achieving a circular-economy through the application of zero-waste principles.

Goals

1. Ensure information is shared between Vancouver Island and Coastal Community (VICC) local governments to encourage best practices and common solutions in solid waste management and consistent messaging to our residents.
2. Collect and maintain appropriate and consistent data associated with solid waste management within the VICC.
3. Support an informed and unified voice to assist efforts with the Province, non-governmental organizations and other partners in developing effective waste management solutions and policies towards the development of a regional circular economy.

Special Committee Membership

The Committee membership will be composed of one elected representative and alternate from each VICC regional district board. Each elected representative will be accompanied by a staff member from their member regional district.

Term

The VICC Special Committee on Solid Waste and Circular Economy will begin ***DATE TBD*** and review its Terms of Reference during the year following each provincial municipal election.

Special Committee Chair and Vice-Chair

A Chair and Vice-Chair will be elected by the Committee at the Committee's annual elected official and staff meeting for a two-year term. The Chair is responsible for establishing the meeting schedule, reviewing agendas and minutes, facilitating and managing meetings, contact with media, and presenting to AVICC, UBCM and the Province of BC as required.

Administrative Support

- Meeting support will be provided by a lead regional district or by a third-party secretariate.
- Administrative and technical support shall be provided by VICC member regional districts as assigned by the Chief Administrative Officer for each regional district.
- The Special Committee may contract with any person, so long as that contract is within its budget allocation, and approved by the Committee

Expert Members and Invited Guests

The Special Committee on Solid Waste and Circular Economy may, from time-to-time, require experts, academics, or other government/voluntary sector representatives to attend meetings, as presenters, advisors or observers because of their knowledge of the topic, subject to working within its budget allocation.

Confidentiality

While the results of the special committee will be presented in a public forum and community engagement will be important if any outcomes are proposed for implementation, the deliberations of the special committee are to be confidential. Members are committed to respecting the personal privacy of the Special Committee on Solid Waste and Circular Economy and agree not to disclose personal information or views expressed during meetings. Deliberations may be shared within the various agencies represented by the Committee but should remain confidential until there is general agreement and consensus to make them public.

Agendas and Minutes

Agendas shall be approved by the Chair and provided to committee members a minimum of three days in advance of the meeting. A copy of the approved minutes shall be forwarded to VICC member regional districts to ensure that all regional district elected officials are informed of the Special Committee's proceedings.

Deliverables

1. Partnership - Compile annually comparative solid waste metrics of member regional districts and produce an annual "State of VICC Solid Waste" Report. Continue to work on standardizing comparative metrics across regional districts.
2. Partnership - meet at a minimum annually - to discuss comparative metrics, identify issues and challenges, identify areas of collaboration, discuss best practices for alignment and identify points of advocacy.
3. Partnership - member regional district staff meet twice annually to compile comparative data, identify points of collaboration and advocacy
4. Advocacy - engage the British Columbia Ministry of Environment and industry groups to review and expand waste reduction and diversion policies.
5. Long-term Disposal - review annual opportunities for collaboration.
6. Regulations and Enforcement - ensure that, where practicable, disposal bans and bylaws are consistent across regions to reduce leakage across borders.

Resources and Funding

The VICC member led Special committee on solid waste will utilize the \$12,374 originally allocated to fund programming and administration of the AVICC Special Committee on Solid Waste Management to:

1. administer a base level of activity of an annual staff and elected representative meeting/workshop to discuss comparative metrics, identify issues and challenges, identify areas of collaboration, discuss best practice and identify areas of advocacy;
2. administer two staff meetings to discuss technical elements of alignment, collaboration and advocacy; and
3. compile annual comparative solid waste metrics of member regional districts and produce an annual "State of VICC Solid Waste" Report.

Once a preliminary budget has been established and agreed upon by Committee members, funds remaining after 4 years of base level administration will be held in reserve to be used for any identified shared initiatives approved by the Committee. If potential collaborative project budgets exceed the reserve funds, participating member regional districts will be asked to contribute the remainder of the funding to complete the deliverables based on a fair cost-sharing formula to be established through discussion with the CAOs and approved by the Committee. In-kind contributions may be considered in the funding formula if the contributions will be substantial and measurable.

Meetings

Staff and elected representatives meet once a year in a workshop environment for a review of comparative data and effectiveness of local policy and programs, discuss current issues, new and emerging issues, areas of overlap with opportunities for collaborations and identify year's points of advocacy and potential area association resolutions. The annual meeting will be held in a hybrid format to accommodate all forms of participation.

It is expected that two virtual staff meetings will take place. Other than the annual meeting/workshop of elected officials and staff, meetings will be held virtually to minimize time commitment.

Wherever possible and feasible, in-kind contributions of technical and administrative support will be utilized.

Outside of the baseline activity of one annual meeting and two virtual staff meetings, CAOs and staff can meet as needed to discuss current issues, new and emerging issues, areas of overlap with opportunities for collaboration.

Quorum and Voting

A majority of appointed elected official Committee members present and voting at the annual meeting of elected officials and staff constitutes a quorum. A simple majority of

Committee members present at a meeting is sufficient to pass a resolution of the Committee, however consensus decision making may be given priority.

Code of Conduct (Bill 14 WorkSafe BC)

It is the responsibility of all participants to act in accordance with WorkSafe BC legislation, with specific attention to Bill 14 requirements, (s 5.1 WCA Pt II) to ensure the work environment is free of discrimination, bullying and harassment. The committee will support an atmosphere of understanding and respect for the rights and dignity of all individuals. All members must carry out their responsibilities professionally and to the highest standard of integrity to ensure that all actions of the committee are conducive to a positive collaborative working relationship. This will require consistent adherence to legislation to support principles of respect and professional veracity

DRAFT

July 4, 2023

Request for Proposal: Committee Secretariate and Administrative Services

Project Title: Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE)

Introduction: The Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy (VICC-CSWCE) is seeking proposals from qualified organizations to act as a Committee Secretariate and provide administrative and meeting support services. The purpose of this request for proposal (RFP) is to identify a third party that can support administratively the Committee in achieving its goals and objectives outlined in the Terms of Reference.

Background: The VICC-CSWCE is a committee composed of representatives from regional district boards, the Association of Vancouver Island and Coastal Communities (AVICC) Executive, and their respective staff members. The Committee aims to take a collaborative regional approach in addressing the challenges and opportunities in managing solid waste, promote sustainable waste management practices, and work towards achieving a regional circular economy.

Scope of Work: The selected third party will be responsible for providing administrative support services to the VICC-CSWCE. The scope of work includes the following activities:

- Meeting support: Organize and coordinate committee meetings, including scheduling, agenda preparation, and distribution of meeting materials. Meeting support may include logistical arrangements for in-person or virtual meetings.
- Administrative support: Assist in maintaining committee records, including minutes, reports, and correspondence. Ensure timely dissemination of information to committee members and member regional districts.
- Stakeholder coordination: Facilitate correspondence among committee members, regional districts, provincial government agencies, NGOs, and other relevant stakeholders.

Deliverables: The selected third party will be responsible for delivering the following key outcomes:

1. **Annual "State of VICC Solid Waste" Report:** Coordinate with a third-party consultant and member regional districts to compile annual comparative solid waste metrics of member regional districts.
2. **Annual elected representative and staff meeting/workshop:** Work with Committee Chair to schedule, prepare agendas, distribute meeting materials and make logistical arrangements to organize an annual Hybrid meeting of Committee elected officials

and staff for annual information sharing, review of waste comparative data and issue and advocacy identification.

3. **Organize Virtual staff meetings:** Work with committee Chair and regional district CAO's and solid waste managers to arrange and coordinate two virtual staff meetings per year to discuss technical elements of alignment, collaboration, and advocacy.

Proposal Submission: Interested organizations should submit their proposals containing the following information

- Organization profile: Provide an overview of the organization, including its experience in providing administrative and meeting support services and supporting similar committees or initiatives.
- Proposed approach: Describe the approach and methodology that the organization will employ to fulfill the requirements outlined in the scope of work.
- Budget: Present a cost proposal that includes all relevant expenses, such as personnel, materials, and any additional costs. Clearly outline the basis for the proposed budget.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the organization in providing administrative support services.
- Understanding of the objectives and scope of work outlined in the RFP.
- Proposed approach and methodology to meet the Committee's needs.
- Demonstrated ability.

Please Submit proposals to ben.geselbracht@nanaimo.ca

For more information or questions on scope please contact Ben Geselbracht at 250-713-4173

Motion for Which Notice Has Been Given

Ministry of Transportation and Infrastructure Sechelt Office Staffing (Director McMahon)

Background:

25 years ago MOTI had 3 people in the Sechelt office. 10 years ago there were two. They are now trying to maintain that office with one person, but the workload is overwhelming, so they are unable to keep staff. Three people have left the position in the last three years, and once again the job is vacant. Meanwhile, the condition of roads on the Sunshine Coast continues to deteriorate and we also lack boots on the ground to deal with issues related to subdivision, property development, and urgent concerns of our 32,000 residents (especially the 16,000 who live in unincorporated areas).

This letter will support our advocacy efforts at UBCM.

Motion:

THAT the SCRD write to the Ministry of Transportation and Infrastructure with an urgent request that the staffing level of the Sechelt Office be increased to a minimum of two staff.