



# SUNSHINE COAST REGIONAL DISTRICT



**REGULAR BOARD MEETING  
TO BE HELD ELECTRONICALLY IN ACCORDANCE WITH  
MINISTERIAL ORDER M192 AND TRANSMITTED VIA  
THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT  
OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.**

**THURSDAY, MARCH 11, 2021**

## **AMENDED AGENDA**

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**CALL TO ORDER 2:00 p.m.**

### **AGENDA**

1. Adoption of agenda

### **IN CAMERA**

**⇒ADD** THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (j) and (k) of the *Community Charter* – “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*” 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”.

### **MINUTES**

2. Regular Board meeting minutes of February 25, 2021

Annex A  
Pages 1 – 40

### **BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS**

### **PRESENTATIONS AND DELEGATIONS**

### **REPORTS**

3. Parcel Tax Roll Review Panel minutes of February 25, 2021 (*for receipt only*)
4. Corporate and Administrative Services Committee recommendation Nos. 1, 2 and 7 of February 25, 2021 (*recommendation Nos. 3-6 previously adopted*)
5. Special Corporate and Administrative Services Committee – Round 2 Budget recommendation Nos. **⇒AMENDED** 1-45 of March 4 and 5, 2021

Annex B  
p 41

Annex C  
pp 42 – 44

**⇒ADD**  
pp 44a – n

- 5a. ⇒**ADD** Infrastructure Services Committee recommendation No. 3 of March 11, 2021 p 44o
- 5b. ⇒**ADD** (*referred from March 11, 2021 Infrastructure Services Committee*) Invitation to Tender (ITT) 2035202 Contract Award Sechelt Landfill Drop-Off Remediation – Construction – General Manager, Infrastructure Services p 44p - s

**COMMUNICATIONS**

**MOTIONS**

**BYLAWS**

- 6. *Water Meter Installations Project Loan Authorization Bylaw No. 730, 2021* Annex D pp 45 - 46  
 – **first, second and third reading**  
**(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, SIGD-1)**

**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 or improvements...”, “litigation or potential litigation affecting the municipality”, “negotiations and related discussions respecting the proposed provision of a municipal service...”, “the receipt of advice that is subject to solicitor-client privilege...”, and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both...”.

**ADJOURNMENT**

**SUNSHINE COAST REGIONAL DISTRICT  
SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE  
2021-2025 Financial Plan**

**March 4 and 5, 2021**

RECOMMENDATIONS FROM THE SPECIAL CORPORATE AND ADMINISTRATIVE SERVICES COMMITTEE ROUND 2 BUDGET MEETINGS HELD ELECTRONICALLY IN ACCORDANCE WITH MINISTERIAL ORDER M192 AND TRANSMITTED VIA THE BOARDROOM AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT*:</b>	Chair	District of Sechelt	D. Siegers
	Directors	Electoral Area D	A. Tize
		Electoral Area A	L. Lee
		Electoral Area B	L. Pratt
		Electoral Area E	D. McMahon
		Electoral Area F	M. Hiltz
		Town of Gibsons	B. Beamish
		District of Sechelt	A. Toth
		Sechelt Indian Government District	W. Paull (Part)
 <b>ALSO PRESENT*:</b>	Chief Administrative Officer		D. McKinley
	G.M., Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	G.M, Infrastructure Services		R. Rosenboom (Part)
	G.M., Planning and Community Development		I. Hall (Part)
	Sr. Manager, Human Resources		G. Parker (Part)
	RCVFD, Fire Chief		P Higgins (Part)
	Manager, Facility Services and Parks		K. Robinson (Part)
	Manager, Communications and Engagement		A. Buckley (Part)
	Manager, Recreation Services		G. Donn (Part)
	Assistant Manager, Recreation Services		A. O'Donohue (Part)
	Parks Superintendent		K. Clarkson (Part)
	Manager, Transit and Fleet		J. Walton (Part)
	Manager, Solid Waste Services		R. Cooper (Part)
	Manager, Utility Services		S. Walkey (Part)
	Manager, Capital Projects - Infrastructure		S. Misiurak (Part)
	Manager, Strategic Initiatives		M. Edbrooke (Part)
	Administrative Assistant / Recorder		T. Crosby
	Media		1
	Public		2

*\*Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.*

**CALL TO ORDER**                      9:30 a.m.

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

**PETITIONS AND DELEGATIONS**

*The Directors reported back on budget feedback received during the 2021 Budget virtual information sessions held with residents prior to Round 2 Budget.*

*The Chief Administrative Officer provided an introduction to the 2021 Round 2 Budget session.*

*Pat Harvey, Board Chair and Leianne Emery, Library Director of the Sechelt Public Library addressed the Committee regarding the Sechelt Public Library’s Programs and Service Plan over the next 5 years.*

*Director Toth left the meeting at 10:20 a.m. and returned to the meeting at 10:30 a.m.*

**REPORTS**

**Recommendation No. 1** Sechelt Public Library Funding and Service Agreement

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Public Library Draft Funding and Service Agreement be received for information;

AND THAT the Sunshine Coast Regional District (SCRD) funding partners (Area A, B and D) approve the Agreement as presented;

AND THAT the 2021-2025 Financial Plan include the following:

	2021	2022	2023	2024	2025
Area A-[function 643]	\$46,553	\$48,394	\$49,825	\$51,298	\$52,815
Area B[function 645]	146,553	152,350	156,854	161,491	166,265
Area D [function 646]	91,958	95,596	98,422	101,332	104,328

AND THAT the delegated SCR D signatories be authorized to sign the Sechelt Public Library Funding and Service Agreement;

AND FURTHER THAT the Agreement be forwarded to the District of Sechelt, the Sechelt Indian Government District and the Sechelt Public library Board for feedback and approval.

*Director McMahon opposed.*

*The General Manager, Corporate Services and Chief Financial Officer updated the Committee regarding Gibsons and District Public Library Funding Allocation Confirmation from Electoral Area D Library Service [646]*

**Recommendation No. 2** Roberts Creek Library Service [646] Funding Contribution to Gibsons and District Public Library Service [640]

The Corporate and Administrative Services Committee recommended that Roberts Creek Library Service [646] contribute \$78,001 total to the Gibsons and District Public Library Service

[640] in support of the 2021 budget submission from the Gibsons and District Public Library and facility maintenance.

*The Committee recessed at 11:08 a.m. and reconvened at 11:18 a.m.*

**Recommendation No. 3**     *Final 2020 Project Carry-Forwards*

The Corporate and Administrative Services Committee recommended that the report titled 2020 Project Carry-forwards be received for information;

AND THAT the remaining ongoing 2020 projects and associated funding be included in the 2021-2025 Financial Plan as presented.

**Recommendation No. 4**     *2020 Final Surplus / Deficits*

The Corporate and Administrative Services Committee recommended that the report titled 2020 Final Surplus / Deficits be received for information.

**Recommendation No. 5**     *Round 2 Budget Proposal Funding Options – COVID-19 Safe Restart Grants for Local Governments*

The Corporate and Administrative Services Committee recommended that the report titled Round 2 Budget Proposal Funding Options – COVID-19 Safe Restart Grants for Local Governments received for information;

AND THAT a minimum of \$50,000 of COVID-19 Safe Restart Grant funding remain unallocated for 2021 to allow the Sunshine Coast Regional District to address any emerging items resulting from ongoing effects of the COVID-19 pandemic.

**Recommendation No. 6**     *2020 Carry-Forwards and 2021 Proposed Initiatives Summary*

The Corporate and Administrative Services Committee recommended that the report titled 2020 Carry-Forwards and 2021 Proposed Initiatives Summary be received for information.

*Director Paull left the meeting at 12:11 p.m.*

*The Committee Recessed at 12:11 p.m. and reconvened at 1:02 p.m.*

**Recommendation No. 7**     *Roberts Creek Fire Protection [212] - 2021 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposal for [212] Roberts Creek Fire Protection be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 1 – Self Contained Breathing Apparatus and Fill Station, \$220,000 funded from Municipal Finance Authority (MFA) 5-Year Equipment Finance Loan;

AND FURTHER THAT a loan of up to \$220,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local*

Government Act (Liabilities Under Agreement) to fund the purchase of Self Contained Breathing Apparatus and Fill Station.

**Recommendation No. 8**     *Egmont and District Fire Protection [218] - 2021 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposal for [218] Egmont and District Fire Protection be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 1 – Egmont Fire Chief 0.33 FTE prorated in 2021, \$36,537 (\$31,537 wages and benefits and \$5,000 overhead costs) funded through Taxation, and future base budget increase to 0.5 FTE at approximately \$52,561.

**Recommendation No. 9**     *Gibsons and District Fire Protection [210] - 2021 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled Gibsons and District Fire Protection [210] 2021 Budget - Facility Sanitization Project – Town of Gibsons Contribution be received for information;

AND THAT Budget Proposal 1 – Fire Department Facility Sanitization, \$12,000 be funded \$6,120 from Taxation and \$5,880 Town of Gibsons COVID-19 Restart be approved and incorporated into the 2021 Budget only;

AND THAT the \$12,000 for Sanitization be funded 100% through Taxation for future years (Base Budget);

AND FURTHER THAT staff contact the Town of Gibsons prior to Q3 2021 to acquire COVID-19 reserve funds in the amount of \$5,880 as per Town of Gibsons Resolution R2021-087.

**Recommendation No. 10**     *Building Inspection [520] - 2021 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposal for [520] Building Inspection be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 1 – Base Budget Funding, (\$48,659) Reduction to Taxation subsidy for 2021-2025 Financial Plan.

**Recommendation No. 11**     *Ports [345] - 2021 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposal for [345] Ports be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 1 – New Brighton Dock Study, \$25,000 funded through Taxation (possible Island Coastal Economic Trust Grant).

**Recommendation No. 12** *New Brighton Dock*

The Corporate and Administrative Services Committee recommended that a letter be sent upon adoption of the 2021 Sunshine Coast Regional District (SCRD) budget to the Skwxwú7mesh Nation and the Squamish Nation Marine Group (SNMG) offering SCRCD's support for planning for public access, sustainable business planning, and community economic development at New Brighton dock.

**Recommendation No. 13** *Community Recreation Facilities [615] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposals for [615] Community Recreation Facilities be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 8 – Sechelt Aquatic Centre (SAC) Fire Sprinkler System Repair or Replacement, \$180,200 funded through Taxation for \$5,200 and through Municipal Finance Authority (MFA) 5-Year Equipment Finance Loan for \$175,000;

AND FURTHER THAT a loan of up to \$175,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the Fire Sprinkler System Repair or Replacement.

**Recommendation No. 14** *Community Recreation Facilities [615] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposals be approved and incorporated into the 2021 Budget:

- Budget Proposal 4 – Sechelt Aquatic Centre (SAC) Starting/Diving Block Platform Replacement, \$6,500 funded from Operating Reserves;
- Budget Proposal 7 – Programming Review, \$16,000 funded from Operating Reserves.

**Recommendation No. 15** *Pender Harbour Aquatic and Fitness Centre [625] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposals for [625] Pender Harbour Aquatic and Fitness Centre be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2021 Budget:

- Budget Proposal 1 – One Time Base Budget Adjustment to Address Impacts of COVID-19, \$37,940 funded from Operating Reserves based on \$10,660 reduction to overall operating expenditures;
- Budget Proposal 7 – Programming Review, \$4,000 funded through Operating Reserves.

**Recommendation No. 16**    *Community Parks [650] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposals for [650] Community Parks be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 4 – Sprockids – Bike Park / Pump Track Community Initiative – Design and Management Plan Stage 1, \$40,000 funded from Operating Reserves (possible Grant).

**Recommendation No. 17**    *Community Parks [650] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be deferred to the March 5, 2021 Special Corporate and Administrative Services Committee Meeting pending information on the anticipated impact to the Investing in Canada Infrastructure Program grant should the project not be approved as part of the 2021 Budget:

- Budget Proposal 5 – Coopers Green Hall Replacement, \$3,088,020.

*The Committee recessed at 2:12 p.m. and reconvened at 2:30 p.m.*

**Recommendation No. 18**    *2021 Round 2 Budget Proposal for [650] Community Parks – Coopers Green Hall Replacement Project*

The Corporate and Administrative Services Committee recommended that the report titled 2021 Round 2 Budget Proposal for [650] Community Parks – Coopers Green Hall Replacement Project be received for information.

**Recommendation No. 19**    *Feasibility (Regional) [150] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposals for [150] Feasibility (Regional) be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2021 Budget:

- Budget Proposal 1 – Regional Watershed Management Plan, \$89,836 funded through Healthy Watershed Initiative Grant;
- Budget Proposal 2 – Water Sustainability Technician (4 month position) 0.4 FTE, funded \$21,974 in 2021 through Healthy Watershed Initiative Grant.

**Recommendation No. 20**    *Public Transit [310] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposals for [310] Public Transit be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2021 Budget:

- Budget Proposal 1 – COVID-19 Expenses – Materials and Supplies, \$24,000 total project, funded \$12,794 from Operating Reserves and \$11,206 by BC Transit;



- Budget Proposal 2 – COVID-19 Expenses – Wages (1.4 FTE) for 2021 only, \$110,887 total – funded \$59,114 from Operating Reserves and \$51,773 by BC Transit;
- Budget Proposal 6 – COVID-19 Expenses – Wages (Overtime) \$80,000 funded from Operating Reserves;
- Budget Proposal 7 – COVID-19 Expenses – Recruitment Wages and Campaign \$16,262 (0.17 FTE) \$11,382 wages and benefits and \$4,880 overhead costs funded from Operating Reserves.

**Recommendation No. 21** *Pender Harbour Transfer Station Food Waste Drop-Off Program Tipping Fees*

The Corporate and Administrative Services Committee recommended that the report titled Pender Harbour Transfer Station Food Waste Drop-Off Program Tipping Fees be received for information.

*The Committee recessed at 3:59 p.m. on Thursday, March 4, 2021 and reconvened at 9:30 a.m. on Friday, March 5, 2021.*

**Recommendation No. 22** *Community Parks [650] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 5 – Coopers Green Hall Replacement, \$3,088,020 funded as follows:
  - \$2,013,642 Investing in Canada Infrastructure Program Grant;
  - \$201,000 Independent Power Projects amenity contributions;
  - \$345,000 Halfmoon Bay Community Association fundraising contribution (approximate);
  - \$528,378 Sunshine Coast Regional District contribution (approximate), through Short Term Loan (5-year term).

**Recommendation No. 23** *2021 Round 2 Budget Proposal for [650] Community Parks – Coopers Green Hall Replacement Project*

The Corporate and Administrative Services Committee recommended that staff report to a future Committee in Q2 regarding the timelines and the financial, policy and organizational implications of reporting back on the following information requests pertaining to the Coopers Green Hall Replacement:

- Full Asset Management Plan including capital replacement requirements – to inform the Halfmoon Bay Community Association (HMBCA) and other parties of the complete costs involved to operate the facility;
- Ownership and Operation – if a party involved chooses not to operate the facility can it be sold or how is the ownership transferred to another party;
- Operating Plan – responsibilities including financial implications for operations and maintenance plan with clear agreement;
- Scale and Scope of the Coopers Green Hall Replacement Project including consideration to cost overruns concerns vs. scaling down project to eliminate cost overruns;

- Land tenure should the planning for the hall be for 100-150 years – will the building be net zero ready or to net zero emissions standard for a 100 year outlook;
- Update the project cost estimate as the existing 3 year old Class B Estimate is out of date and the project requires an updated full financial review;
- Purpose of the Community Hall – will it be used for community and culture or as a business venture for hall rentals, etc.
- Parking – requirements and opportunities;
- Boat Ramp – requirements;
- Business Case;
- Create a Capital Asset Acquisition Policy;
- Social Procurement opportunities;
- HVAC – review requirements in the context as a result of the COVID-19 pandemic;
- Financial Sustainability policy for financial responsibilities in regarding to community halls (who pays);
- Human Resources implications – management and operations;
- Cost Recovery regarding Community Halls – in the Parks Bylaw.

*The Committee voted to bring back the Pender Harbour Transfer Station Food Waste Drop-Off Program Tipping Fees recommendation for reconsideration.*

**Recommendation No. 24** *Pender Harbour Transfer Station Food Waste Drop-Off Program Tipping Fees*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Transfer Station Food Waste Drop-Off Program be deferred to 2022;

AND THAT a staff report be brought forward in Q4 2021 regarding the feasibility of service delivery and the funding model for the food waste drop off program;

AND FURTHER THAT the potential for community partnerships be explored and included in the staff report.

*The Committee recessed at 11:03 a.m. and reconvened at 11:15 a.m.*

**Recommendation No. 25** *Pender Harbour Transfer Station Food Waste Drop-Off Program Funding*

The Corporate and Administrative Services Committee recommended that the Pender Harbour Transfer Station Food Waste Drop-Off Program funded through User Fees (Tipping) in the amount of \$54,000 be removed from the 2021-2025 Financial Plan.

**Recommendation No. 26** *Sechelt Landfill and Pender Harbour Transfer Station – Operating Hours and Schedule Considerations*

The Corporate and Administrative Services Committee recommended that the report titled Sechelt Landfill and Pender Harbour Transfer Station – Operating Hours and Schedule Considerations be received for information.

**Recommendation No. 27**    *Book Recycling Program Considerations*

The Corporate and Administrative Services Committee recommended that the report titled Book Recycling Program Considerations be received for information.

**Recommendation No. 28**    *Regional Solid Waste [350] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposals for [350] Regional Solid Waste be received for information;

AND THAT the following budget proposals be approved and incorporated into the 2021 Budget:

- Budget Proposal 22 – Solid Waste Programs Coordinator (base budget increase), \$42,000 funded through Taxation;
- Budget Proposal 10 – Waste Composition Study, \$100,000 funded from Eco-Fee Reserves;
- Budget Proposal 11 – Solid Waste Management Plan Update, \$150,000 funded from Eco-Fee Reserves;

AND THAT the following budget proposal be deferred to 2022 for ongoing discussions with the Ministry of Environment and Climate Change Strategy to confirm specific regulatory requirements of initiating the proposed waste re-diversion:

- Budget Proposal 5 – Re-Diversion of Waste from Sechelt Landfill, \$25,000 funded through User Fees (Tipping) and future base budget increase \$50,000;

AND FURTHER THAT the following budget proposal be deferred to 2022 to allow for more analysis and discussion regarding the funding of the operations of the SCRD solid waste disposal sites and the actual Municipal Solid Waste (MSW) tipping fees variance for 2021:

- Budget Proposal 8 – Increase to Landfill Operations Funding (Base Budget), \$97,500 funded through Taxation.

**Recommendation No. 29**    *Regional Solid Waste [350] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 15 – Site Attendant (Option 2b), 0.47 FTE, funded \$27,450 from User Fees (Tipping) for 2021 (\$26,800 wages and benefits and \$650 overhead costs), and future base budget increase to approximately \$35,740.

*Director Hiltz opposed.*

**Recommendation No. 30** *Regional Solid Waste [350] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 16 – Audit of South Coast Green Waste Drop-off Depot (base budget increase), \$6,200 funded from Eco-Fee Reserves.

**Recommendation No. 31** *Regional Solid Waste [350] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 17 – Biocover Feasibility Study – Phase 2, \$150,000 funded from Taxation.

*Directors Hiltz, Toth and Beamish opposed.*

**Recommendation No. 32** *Biocover Feasibility Study Partnership Opportunities*

The Corporate and Administrative Services Committee recommended that staff explore other partnership opportunities in relation to the Biocover Feasibility Study and report back to a future Committee.

**Recommendation No. 33** *Use of Biosolids as Landfill Cover Material*

The Corporate and Administrative Services Committee recommended that a letter be sent to the Director at the Ministry of Environment and Climate Change Strategy to request approval for the use of biosolids as a landfill cover material per 3.7 of the Sechelt Landfill Operational Certificate.

**Recommendation No. 34** *Regional Solid Waste [350] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be abandoned:

- Budget Proposal 20 – Book Recycling at Pender Harbour Transfer Station and Sechelt Landfill (Base Budget), \$15,000 funded through Taxation.

**Recommendation No. 35** *Regional Solid Waste [350] – 2021 R2 Budget Proposal – Late Item*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposal for [350] Regional Solid Waste – Late Item be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 21 – Power Supply System Repair Sechelt Landfill, \$125,000 funded, \$115,000 through Municipal Finance Authority (MFA) 5-Year Equipment Finance Loan and \$10,000 through Taxation;

AND FURTHER THAT a loan of up to \$115,000 for a term of 5 years be requested through the Municipal Finance Authority Equipment Financing Program under section 403(1)(a) of the *Local Government Act* (Liabilities Under Agreement) to fund the repair of the Power Supply System at the Sechelt Landfill.

*The Committee recessed at 12:30 p.m. and reconvened at 1:17 p.m.*

**Recommendation No. 36**     *Water Supply Advisory Committee Response to Referral of 2021 Round 1 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled Water Supply Advisory Committee (WASAC) Response to Referral of 2021 Round 1 Budget Proposals be received for information.

*Director Siegers left the meeting at 1:25 p.m. and Director Tize assumed the Chair.*

**Recommendation No. 37**     *North Pender Harbour Water Service [365] – 2021 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposal for [365] North Pender Harbour Water Service be received;

AND THAT the following budget proposal be deferred to 2022:

- Budget Proposal 6 – Water Supply Plan: Feasibility Study Long-Term Surface Water Supply Sources, \$5,000 (\$225,000 total project split with [366] South Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves.

*Director Toth opposed.*

**Recommendation No. 38**     *South Pender Harbour Water Service [366] – 2021 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposal for [366] South Pender Harbour Water Service be received;

AND THAT the following budget proposal be deferred to 2022:

- Budget Proposal 10 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources, \$10,000 (\$225,000 total project split with [365] North Pender Harbour Water Service and [370] Regional Water Service) funded through Operating Reserves.

**Recommendation No. 39**     *Regional Water Service [370] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposals for [370] Regional Water Service be received;

AND THAT the following budget proposals be approved and incorporated into the 2021 Budget:

- Budget Proposal 9 – Groundwater Investigation Phase 3 – Round 2, \$1,377,600 funded from Capital Reserves (\$931,100), Operating Reserves (\$100,000) and Development Cost Charges (\$346,500);
- Budget Proposal 10 – Feasibility Study Surface Water Intake Upgrades Gray Creek, \$125,000 funded from Operating Reserves;
- Budget Proposal 19 – Water Supply Plan: Public Participation Regional Water System, \$20,000 funded from Operating Reserves;
- Budget Proposal 20 – Water Supply Plan: Regional Water System Water Distribution Model Update and Technical Analysis, \$213,000 funded from Operating Reserves;

*Director Siegers resumed the Chair at 1:36 p.m.*

**Recommendation No. 40** *Regional Water Service [370] – 2021 R2 Budget Proposals*

The Corporate and Administrative Services Committee recommended that the following budget proposal be deferred to 2022:

- Budget Proposal 21 – Water Supply Plan: Feasibility Study Long-term Surface Water Supply Sources, \$210,000 (\$225,000 total project split with [365] North Pender Harbour Water Service and [366] South Pender Harbour Water Service) funded through Operating Reserves.

**Recommendation No. 41** *Wastewater Treatment Services [381-395] – 2021 R2 Budget Proposal*

The Corporate and Administrative Services Committee recommended that the report titled 2021 R2 Budget Proposal for [381-395] Wastewater Treatment Services be received;

AND THAT the following budget proposal be approved and incorporated into the 2021 Budget:

- Budget Proposal 5 – [392] Roberts Creek Co-Housing Wastewater Treatment Plant – Treatment System and Regulatory Enhancements, \$30,000 funded, \$22,101 from Operating Reserves and \$7,899 from Electoral Area D - Federal Gas Tax Community Works Fund.

**Recommendation No. 42** *Electoral Areas' Grant-in-Aid and Economic Development Updates*

The Corporate and Administrative Services Committee recommended that the report titled Electoral Areas' Grant-in-Aid and Economic Development Review of Discretionary Balances for 2021 be received;

AND THAT Electoral Areas' Grant-in-Aid Discretionary Balances be amended and incorporated into the 2021 Budget as follows:

- Electoral Area A [121] \$23,423  
(use \$4,423 surplus to increase discretionary and reduce taxation by \$3,547);

- Electoral Area B [122] \$23,360;  
(use \$4,733 surplus to increase discretionary)
- Electoral Areas E and F [123] \$6,824;  
(use \$2,824 surplus to increase discretionary)
- Community Schools \$10,000  
(reduce taxation by \$514)
- Greater Gibsons Community Participation [126] \$10,000;  
(reduce taxation by \$7,774)
- Electoral Area D [127] \$25,000;  
(reduce taxation by \$9,776)
- Electoral Area E [128] \$18,286;  
(use \$3,286 surplus to increase discretionary)
- Electoral Area F [129] \$17,000.  
(use \$3,000 surplus to increase discretionary and reduce taxation by \$4,791);

AND THAT Electoral Areas' Economic Development Functions [531-535] Discretionary Balances be reduced to a Base Budget amount of \$3,000;

AND FURTHER THAT the draft 2021-2025 Financial Plan be amended accordingly.

## COMMUNICATIONS

### **Recommendation No. 43** *Pender Harbour and District Chamber of Commerce*

The Corporate and Administrative Services Committee recommended that the correspondence dated February 25, 2021 from the Pender Harbour and District Chamber of Commerce (PHDCC) regarding an additional 2021 Budget Request be received for information;

AND THAT the additional 2021 budget request in the amount of \$3,500 from the Pender Harbour and District Chamber of Commerce for costs associated with maintaining the "Pender Info Centre" washrooms as required for COVID-19 precautions be approved and incorporated into the 2021 Budget for Electoral Area A Economic Development [531];

AND FURTHER THAT the payment be released by April 1, 2021 per the request of the PHDCC pending execution of funding agreement.

*The Committee voted to bring back the 2020 Final Surplus / Deficits recommendation for reconsideration.*

### **Recommendation No. 44** *2020 Final Surplus / Deficits*

The Corporate and Administrative Services Committee recommended that the [222] Sunshine Coast Emergency Planning deficit of (\$90,267) be funded \$30,000 through Federal / Provincial COVID Safe Restart Grant, \$36,596 through 2021 Taxation and \$23,671 from Operating Reserves.

*Director Toth opposed.*

**Recommendation No. 45**    *2020 Final Surplus / Deficits*

The Corporate and Administrative Services Committee recommended that as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2020 surpluses be transferred to reserves as detailed in Attachment A of the report;

AND THAT the following 2020 deficits be funded from Operating Reserves;

- [391] Curran Road Waste Water Plant – (\$8,026)
- [394] Painted Boat Waste Water Plant – (\$2,726);

AND FURTHER THAT the [350] Regional Solid Waste deficit of (\$73,808) be funded through 2021 Taxation.

**ADJOURNMENT**                      2:25 p.m.

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Committee Chair



**Recommendation No. 3**      *Groundwater Investigation Phase 2, Round 2 - Contract  
Amendment*

THAT the report Groundwater Investigation Phase 2, Round 2 – Contract Amendment be received for information;

AND THAT the contract with Kalwij Water Dynamics Ltd. (KWL) for the Groundwater Investigation Phase 2 Round 2 be increased by \$63,464 to \$335,534 (excluding GST);

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

AND FURTHER THAT this recommendation be forwarded to the March 11, 2021 Board meeting.

## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Infrastructure Services Committee – March 11, 2021

**AUTHOR:** Remko Rosenboom, General Manager, Infrastructure Services  
Robyn Cooper, Manager, Solid Waste Services

**SUBJECT:** INVITATION TO TENDER (ITT) 2035202 CONTRACT AWARD SECHELT LANDFILL  
DROP-OFF REMEDIATION - CONSTRUCTION

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### **RECOMMENDATION(S)**

**THAT the report titled Invitation to Tender (ITT) 2035202 Contract Award Sechelt Landfill Drop-Off Remediation - Construction be received;**

**AND THAT a contract for Sechelt Landfill Drop-off Remediation be awarded to Summit Earthworks Inc. in the amount up to \$899,762.21 (plus GST);**

**AND THAT the contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of the Sechelt Landfill Public Drop-off Area be increased from \$56,127 up to \$116,660 (plus GST) to provide Construction Oversight of the Sechelt Landfill Drop-off Remediation;**

**AND THAT the delegated authorities be authorized to execute both contracts;**

**AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$122,661 to \$1,500,376 for the construction phase of the project;**

**AND THAT the Sunshine Coast Regional District authorizes up to \$1,118,898 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;**

**AND THAT the loan be repaid within five years with no rights of renewal;**

**AND THAT the Draft 2021-2025 Financial Plan be amended accordingly;**

**AND FURTHER THAT these recommendations be forwarded to the March 11, 2021 Board Meeting.**

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### **BACKGROUND**

At the September 17, 2020 Infrastructure Services Committee meeting the Board was presented with the detailed design and associated cost estimates to advance to the procurement phase for the Sechelt Landfill Drop-off Remediation - Construction project.

At the October 9, 2020 Board meeting the following resolution was adopted:

320/20      **Recommendation No. 2**    *Sechelt Landfill Drop-Off Area Final Design*

THAT the report titled Sechelt Landfill Drop-Off Area Final Design be received;

AND THAT the Sechelt Landfill Drop-Off Remediation budget be increased by \$940,110 to \$1,377,714 for the construction phase of the project;

AND THAT the Sunshine Coast Regional District authorize up to \$940,110 be borrowed, under Section 403 of the Local Government Act, from the Municipal Finance Authority, for the purpose of the Sechelt Landfill Drop-off Remediation project;

AND THAT the loan be repaid within five years with no rights of renewal;

AND FURTHER THAT the 2020-2024 Financial Plan be amended accordingly.

As such, in accordance with the Sunshine Coast Regional District's (SCRD) Purchasing Policy, Invitation to Tender (ITT) 2035202 was issued on December 17, 2020 and closed on January 27, 2021. Six addendums were issued. The ITT sought qualified companies to complete the remediation of the drop-off area and the construction of the new drop-off area at the Sechelt Landfill.

The purpose of this report is to seek approval of the execution of contracts for the remediation of the ground disturbance at the Sechelt Landfill and the construction of a new drop-off area at that site.

**DISCUSSION**

*Analysis*

Purchasing received four compliant proposals. Led by Purchasing, the evaluation committee consisted of five members. The evaluation committee reviewed and scored the proposals against the criteria set out in the ITT. Staff recommend that a contract be awarded to Summit Earthworks Inc. Their proposal met the specifications as outlined in the ITT and are the best value for the above-mentioned project.

Name	Total Contract Value (in the amount up to, not including GST)
Summit Earthworks Inc.	<b>\$899,762</b>

The listed contract value does not include a contingency allowance. Staff are recommending to account for a 10% contingency allowance to address any unforeseen circumstances during the site remediation and construction of the new drop-off area.

At the September 17, 2020 Committee meeting referenced above, the Board was informed that the engineering support for construction oversight was estimated to cost \$48,549. Based on the construction timeline associated with the above mentioned bid, additional construction oversight would be required. The construction oversight costs are now estimated at \$55,030 without a 10% contingency allowance.

*Financial Implications*

The currently approved funding is \$1,377,715 and is comprised of:

- \$200,000 funded from taxation collected in 2020;
- \$153,605 funded from taxation collected in 2021;
- \$84,000 funded from the [352] Landfill Operating Reserve;
- \$940,110 funded through a short-term loan.

The current balance of the [352] Landfill Operating Reserve is \$197.

An updated high-level cost breakdown for this project is presented in Table 1.

Table 1 – Sechelt Landfill Drop-off Remediation Project Costs

<b>Project Phase</b>	<b>Estimated Cost</b>
Initial site assessments	\$15,200
Bin rental and container services	\$338,599
Construction temporary drop-off area	\$27,679
Engineering services (incl. 10% contingency allowance for construction oversight support)	\$129,160
Contractor for remediation/construction phase	\$899,762
Contingency allowance remediation/construction contract (10%)	\$89,976
<b>Total</b>	<b>\$1,500,376</b>

As the approved budget is \$1,377,715, the budget shortfall is \$122,661. Upon identification of this budget shortfall staff reassessed the scope of work for the construction phase. It concluded that all elements of the scope are required for safe and efficient operations of the new drop-off area and all features that would be an asset but are essential have already been excluded from the current scope.

Staff are recommending to fund the identified budget shortfall through an increase to the short-term borrowing under Section 403 of the Local Government Act (Liability Under Agreement).

This program has a variable rate of interest which is currently 0.91%. As a conservative estimate, annual repayment including interest could range between \$122,702 in 2021 assuming

the financing is obtained in July to \$241,859 in 2022 when a full year of repayments is required, which would be recovered through taxation starting in 2021. Alternatively, the full cost of the project would need to be funded 100% through 2021 taxation, therefore, a short term loan with a 5 year repayment period is recommended.

*Timeline for next steps*

Pending Board approval of the recommended approach, the listed contracts will be amended to allow for the actual remediation/construction to be initiated shortly after. This phase could take up to four months to complete. Following contract award, the final schedule will be confirmed. This schedule will be focused on a reduction of impacts to residential and commercial users of the Sechelt Landfill. It's anticipated that a temporarily closure of the landfill would be required, primarily to remediate the area around and underneath the scale/scale building.

*Communications Strategy*

Once the construction schedule is confirmed, a communication strategy will be developed to ensure that both residential and commercial users of the site are aware of any impacts of the work on their use of the site.

**STRATEGIC PLAN AND RELATED POLICIES**

The purchasing process followed for this service is aligned with the SCRD Purchasing Policy.

**CONCLUSION**

In accordance with the SCRD's Purchasing Policy, ITT 2035202 was issued for the remediation of the drop-off area and the construction of the new drop-off area at the Sechelt Landfill.

Staff recommend that ITT 2035202 Contract Award Sechelt Landfill Drop-off Remediation - Construction be awarded to Summit Earthworks Inc. in the amount up to \$899,762.21 (plus GST);

Staff also recommend that the existing contract with XCG Consulting Ltd. for Engineering Services for the Detailed Design of Sechelt Landfill Public Drop-off Area be increased from \$56,127 up to \$116,660 (plus GST) to provide construction oversight.

To address the shortfall resulting from both contract awards and to allow for a 10% contingency allowance for the construction phase, staff recommend that the Sechelt Landfill Drop-Off Remediation budget be increased by \$122,661 to \$1,500,376 and be funded through short-term borrowing from the Municipal Finance Authority.

Reviewed by:			
Manager		CFO/Finance	X-T.Perreault
GM		Legislative	
CAO	X – D. McKinley	Purchasing	X-V.Cropp