



ELECTORAL AREA SERVICES COMMITTEE

Thursday, November 16, 2023

TO BE HELD

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

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

Pages 1 - 2

PRESENTATIONS AND DELEGATIONS

2. Dawn Allen and Anthony Paré, Sunshine Coast Sue Big Oil Campaign
Regarding Funding request for province-wide class action lawsuit against world's five largest oil companies.

REPORTS

3. Development Variance Permit Application DVP00091
(1019 Stephens Road) – Electoral Area D
Planner II
Electoral Area D - Rural Planning (Voting – A, B, D, E, F)
Annex A
pp 3 - 15
4. Agricultural Land Commission Referral Application 68227
(SCRD ALR00025) - Electoral Area B
Planner II
Electoral Area B - Rural Planning (Voting – A, B, D, E, F)
Annex B
pp 16 - 22
5. RFP 2334501 Ports Annual Inspections & Preventative
Maintenance – Contract Award
Ports Capital Project Coordinator
Ports Service (Voting – B, D, E, F)
Annex C
pp 23 - 24
6. RFP 2368002 Snow Clearing and Road Maintenance Services for
Dakota Ridge - Contract Award
Parks Planning and Community Development Coordinator
Dakota Ridge Recreation Service (Voting – All Directors)
Annex D
pp 25 - 26
7. RFP 2311603 Portable Toilets and Sewage Pump out Services -
Contract Award
Interim Manager, Parks Services
Parks Service (Voting – A, B, D, E, F)
Annex E
pp 27 - 28

8. Request for Quotation #2365012 Rough Lumber - Contract Award
Interim Manager, Parks Services
Parks Service (Voting – A, B, D, E, F)

Annex F
pp 29 - 30

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – November 16, 2023

AUTHOR: Nick Copes, Planner II

SUBJECT: Development Variance Permit DVP00091 (1019 Stephens Road) - Electoral Area D

RECOMMENDATION

- (1) **THAT the report titled Development Variance Permit DVP00091 (1019 Stephens Road) - Electoral Area D be received for information;**
 - (2) **AND THAT Development Variance Permit DVP00091 (1019 Stephens Road) to vary Zoning Bylaw No. 722, Section 5.14.1 (a) to reduce the setback for a building from a parcel line adjacent to a highway from 5 m to 0.64 m to retroactively permit an auxiliary building constructed on the subject parcel, be issued.**
-

BACKGROUND

The SCRD received a Development Variance Permit application (DVP00091) for the property at 1019 Stephens Road in Electoral Area D to reduce the setback for a building from a parcel line adjacent to a highway from 5 m to 0.64 m. This application seeks to permit an existing auxiliary building constructed without a permit to remain on the property.

The purpose of this report is to present this application to the Electoral Area Services Committee for consideration and decision.

An application to the Board of Variance (BOV00023) for this property was considered on March 28, 2023 and was denied.

DISCUSSION

Analysis

The property at 1019 Stephens Road is 1,890 m² and was created by subdivision in 2017. It is zoned R1 and bordered by other R1 properties. Zoning Bylaw No. 722 contains the following regulation:

5.14.1 The setback of building or structure shall be:

a) a minimum of 5 m from any portion of a parcel line adjacent to a highway or an internal private road;

The applicant wishes to retain a recently-constructed auxiliary building (a shed derived from a converted carport) constructed 0.64 m from the property line fronting Stephens Road, which is within the required 5 m setback to a highway.

The original carport on the property was moved (the applicant has stated that this occurred in error) to the current non-conforming location after the subdivision was completed. This structure is in the process of being turned into an auxiliary building (shed) to allow for arts, crafts and office activities, in addition to a washroom. The location of the building is primarily due to existing development on the site, existing covenants and riparian areas, as well as the need to provide accessibility to and from the principal dwelling.

The proposed development plans are included in Attachment A. Table 1 below provides a summary of the application.

Table 1 – Application Summary

Applicant:	Ray Parfitt
Legal Description:	LOT B DISTRICT LOT 809 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP69717
PID:	030-209-137
Electoral Area:	Area D
Civic Address:	1019 Stephens Road
Zoning:	R1 (Residential One)
OCP Land Use:	Residential A
Proposed Use:	To permit the retention of an auxiliary building. An auxiliary building may be used for storage, office use etc. An auxiliary building may not be used as a dwelling or for overnight accommodations.

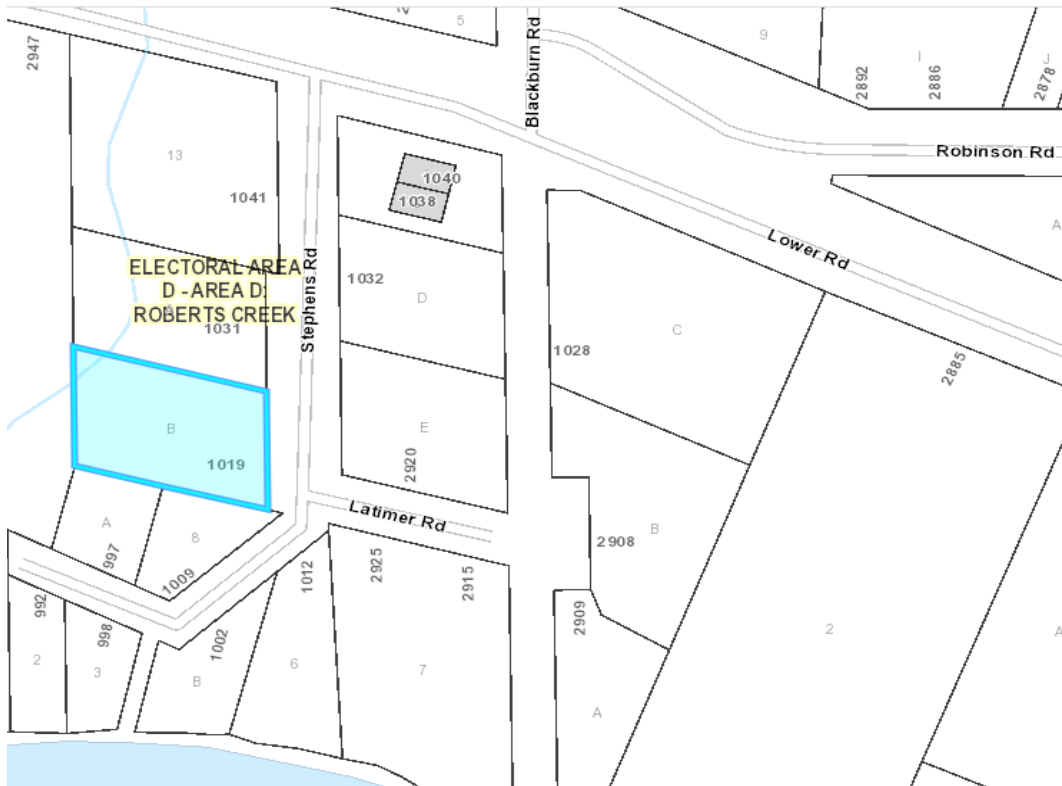


Figure 1 - Location Map



Figure 2: Aerial Photo

Consultation

The development variance permit application has been referred to the following agencies for comment:

Referral Agency	Comments
SCRD Building Division	<ol style="list-style-type: none">1. A new Building Permit application would be required if the Development Variance is approved.2. To comply with BC Building Code requirements, no glazing is permitted on the north face of the building.
Sḵwx̱wú7mesh Nation	The Nation indicated that they have no comments on this file.
Roberts Creek Fire Department	No objections.
Ministry of Transportation and Infrastructure (MOTI)	MOTI has issued a setback permit. No response received to referral.
Neighbouring Property Owners/Occupiers	Notifications were mailed on October 18, 2023 to owners and occupiers of properties within a 50 m radius of the subject property. Comments received prior to the report review deadline are attached for EAS consideration.

Notifications to surrounding properties were completed in accordance with Section 499 of the *Local Government Act* and the Sunshine Coast Regional District Bylaw No. 522. No comments were received prior to the report review deadline. Those who consider their interests affected may attend the Electoral Area Services Committee meeting and speak at the call of the Chair.

The applicant is responsible for ensuring all work undertaken complies with the *Heritage Conservation Act*.

Applicant's Rationale & Planning Analysis

Staff have evaluated this application using SCR D Board policy 13-6410-6 (Development Variance Permits) as criteria. The applicant's response to these criteria and staff analysis related to the proposal are below.

1. *The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw;*

The auxiliary shed fulfils the zoning requirements save the front yard setback. The structure's height of 3.5 metres is less than the maximum height permitted (8.5 metres). The shed with a floor area of 22.5 sq meters is the only auxiliary structure on the site, thus less than the combined area of 300 sq. metres. The shed is setback 2 metres from the northerly property line thus greater than the 1.5 metre side yard setback in the zoning bylaw. The shed will not contain sleeping or cooking facilities. The structure will not overwhelm adjacent properties or impact uses, density or site coverage.

Staff Comment: Given that the property is generally in conformance with the zoning bylaw and only one setback is being varied, staff are of the view that the proposal does not defeat the intent of the bylaw.

2. The variance should not negatively affect adjacent or nearby properties or public lands;

The setback provisions in a zoning bylaw are geared to the provision of privacy, minimizing land use conflicts and providing unencumbered access to other parts of a subject property. (i.e. side yards). The requested variance is to reduce the 5 metre front yard setback to 0.64 metres to accommodate an existing shed. The front yard faces Stephens Road right of way which contains utilities. Much of the right of way is treed. A 1.8 metre (6 ft.) privacy fence screens the shed from the neighbours on the opposite side of Stephens Road. The residence on the abutting northerly property is located approximately 15 metres from the shed. The neighbouring property is screened by landscaping and a 2 metre privacy fence constructed by the owners of 1019 Stephens Road. The property owners have had extensive discussions with the neighbour to clarify concerns about uses. MOTI has issued an order permitting the shed 4.5 metres into the right of way.

Staff Comment: The property owners have made attempts to minimize the impact to neighbouring properties. Given the trees and fencing, the impact should not be substantially greater than if the shed was constructed at a 5 m setback.

3. The variance should not be considered a precedent, but should be considered as a unique solution to a unique situation or set of circumstances;

As reported to SCRD, the building contractor responsible for renovations and yard works incorrectly located the shed (former carport) within the front yard setback. The DVP will make the shed compliant and allow it to be finished in an appearance similar to the principal residence. The DVP is a unique solution to the non-compliant siting of the shed and will allow the completion of the development of the property.

The portion of the yard immediately west of the shed is constrained by the septic area covenant which disallows encroachments. The yard adjacent to the shed contains sidewalks to facilitate wheelchair access to/from the principal dwelling via a ramp to the second level of the back of the residence.

Relocating the shed to accommodate the 5 m front yard setback would be difficult. Demolishing the shed is not a favorable option. The development variance permit is a preferred solution to this unusual circumstance. By its nature, a Development Variance Permit offers a solution to a specific issue and should not be considered precedent setting.

Staff Comment: Given the nature of the development on the site, the existing covenanted areas and the need to maintain the accessible pathways, this proposal is a unique situation and is a reasonable request.

4. The proposed variance represents the best solution for the proposed development after all other options have been considered.

As outlined, the shed was located in error of the 5 metre front yard setback by the contractor renovating the principal residence. The shed is proposed as an integral part of the property. The owners wish to use the shed for arts, crafts and office activities. The attached washroom will allow the owners to be fully included in family activities in the shed. The variance will make the shed compliant and allow a building permit to be issued to complete the structure. As mentioned, relocating or demolishing the structure are not appropriate options. The proposed 0.64 metre front yard setback will not have an impact on neighbours and will have no impact on

the utilities or trees in the right of way. The variance is a reasonable and fair solution to this unfortunate situation.

Staff Comment: Given the history of this development, specifically, the fact that the building, reported to SCRD as having been sited in error, is already located at the proposed location, and that any concerns with the location are/have been mitigated, its retention in this location represents the best solution for this property.

5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property.

The variance will have no impact on the environmental qualities of the property. The relocation of the shed didn't involve the removal of any trees on the subject property or Stephens Road right of way. The contractor cut the ends of several roots from a cedar tree (located in the road right of way) in order to form and pour a concrete slab for the shed. In response to concerns raised by the adjacent owner regarding the severance of tree roots triggering a hazardous situation, the property owners retained Branch Management Inc., a consulting arborist to assess this situation. The arborist issued a report concluding that a small loss of roots in relation to the whole root structure would cause no foreseeable hazard.

Staff Comment: Given that the shed is located outside of the riparian area and that an arborist report has been provided, there will be no significant impacts to the environmental qualities of the property.

Options / Staff Recommendation

Possible options to consider:

Option 1: Issue the permit

This would permit the proposed residential development on the property to proceed with finalizing permits to retain the existing auxiliary building.

Staff recommend this option.

Option 2: Refer the application to the Area D APC

The APC would discuss the proposed variance in consideration of the Board's DVP policy and provide a recommendation to the EAS. Further notification is not required with this option.

Option 3: Deny the permit

The zoning bylaw regulation would continue to apply, and the auxiliary building would either be required to be removed or relocated to comply with the required setback.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The proposed development variance permit would facilitate retention of an existing auxiliary building, built without a permit. The proposal is the most practical way for the applicant to allow the existing building to remain. The proposal is reasonable given the development of the site and the need to maintain accessibility. Accordingly, staff recommend issuing the development variance permit. If approved, the applicant would be required to comply with all relevant permitting processes.

ATTACHMENTS

Attachment A – Application Information (from Applicant), Survey Plan and Photos

Reviewed by:			
A/Manager	X – K. Jones	Finance	
GM	X – I. Hall	Legislative	X – S. Reid
A/CAO	X – I. Hall		

Development Variance Permit Criteria

Pp1 Development Information

Type of development proposed – Auxiliary building 22.5 sq meters floor area.

Total area of property to be developed – 24 sq meters.

Brief description of existing development and use of property

[REDACTED] are owners of Lot B, 1019 Stephens Road. The existing residential lot (1888 sq meters) contains a single-family residence landscape features and sidewalks to facilitate wheelchair access for [REDACTED]. The auxiliary shed (described below) is located at the northeast corner of the property. The shed is proposed to be used for arts, crafts and office activities. A toilet facility is planned such that [REDACTED] doesn't have to return to the principal residence in her wheelchair while in the yard or shed.

Pp2 Development Information

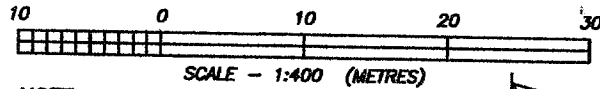
A former carport was relocated from the driveway to the north east corner of the property when the principal dwelling was renovated and an attached carport constructed to provide all weather entry to the house. At the same time yard works were reconstructed to accommodate [REDACTED] wheelchair mobility.

The original carport was located in error by the contractor and located .64 meters from the front property line situated on a poured concrete pad and framed in and sheeted. The shed is 4.5 meters (14 feet) wide; 5 meters (17.5 ft.) in length, (22.5 square meters) with a proposed 4 sq m wheelchair accessible bathroom. The roof gently slopes from north to south. The northerly elevation (facing the neighbour) is 2.5 meters (8 ft) in height. The south elevation is 3.5 meters (12 ft) in height. The shed is screened from the neighbouring property by a 2 meter (6 ft) solid cedar fence and landscaping. The front yard abuts Stephens Road right of way which contains utility works (Fortis Gas meter, SCRD Water meter, and the BC Hydro drop. The right of way contains mature cedar and fir trees.

Conclusion

A Development Variance Permit is deemed an appropriate tool to remedy this conforming use. The floor area of the structure at hand is relatively small in relationship to the property size. (1%) The relaxation of the front yard setback to allow the auxiliary shed to be located .64 meters from the front property line has no detrimental effect on the Stephens Road right of way. The subject shed complies with the zoning criteria.

**SITE PLAN FOR VARIANCE APPLICATION FOR LOT B DISTRICT LOT 809 G.1 NWD
PLAN EPP69717**



NOTE:

- DENOTES A STANDARD IRON POST FOUND.

DL

14
PLAN 7877

ALL DISTANCES ARE IN METRES.

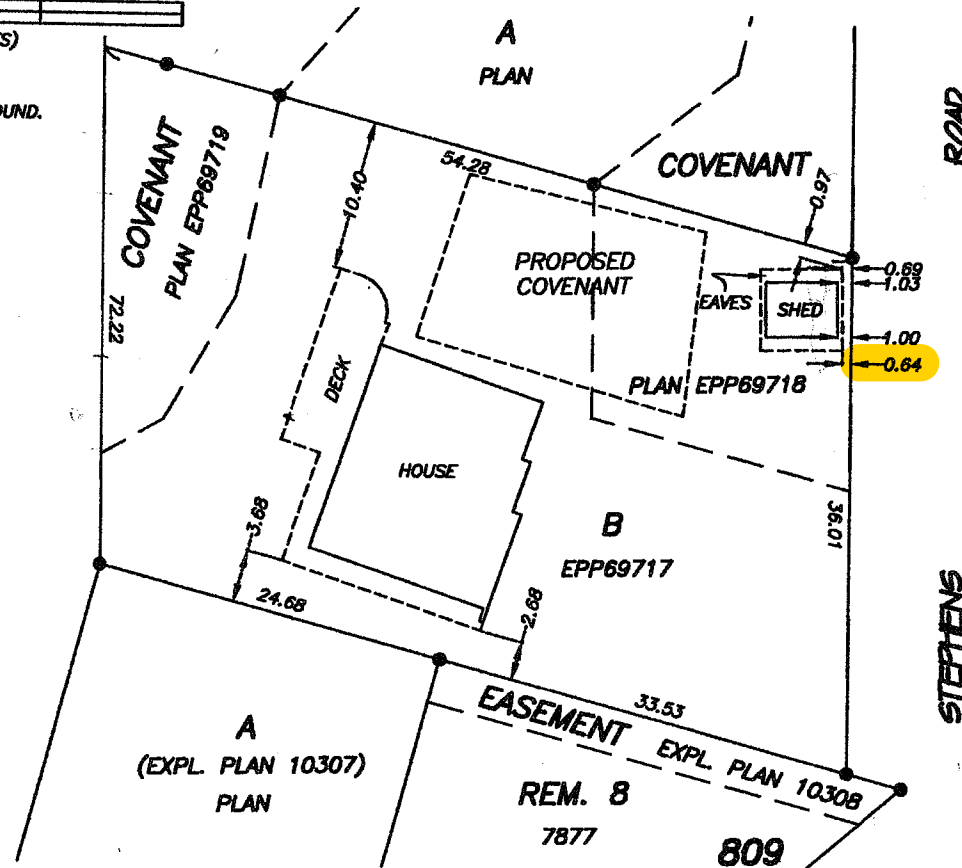
DIMENSIONS OF THE LOT ARE FROM FIELD TIES TO SURVEY MONUMENTS AND FROM PLAN EPP69717.

DIMENSIONS ARE TO EXTERIOR OF MAIN WALL.

LOCATION: 1019 STEPHENS ROAD, ROBERTS CREEK, BC
PID: 030-208-137



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DATE OF SURVEY:
SEPTEMBER 19, 2022

STRAIT LAND SURVEYING INC.
SEAMUS POPE, BCLS
BOX 61 (5689 DOLPHIN STREET)
SECHLT, BC VON 3A0
T. 604.885.3237

22214-1304



Shed – Lawn, Sidewalk, Flower Beds



West Elevation



South Elevation – Neighbours House



Front Yard Set Back and Privacy Fence

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – November 16, 2023

AUTHOR: Alana Wittman, Planner II

SUBJECT: Agricultural Land Commission Referral Application 68227 (SCRD ALR00025)
- Electoral Area B

RECOMMENDATION(S)

- (1) THAT the report titled Agricultural Land Commission Referral Application 68227 (SCRD ALR00025) - Electoral Area B be received for information;**
 - (2) AND THAT Agricultural Land Commission Referral 68227 for Non-Farm Use be forwarded to the Agricultural Land Commission for review of decision.**
-

BACKGROUND

ALC Referral Process

Sunshine Coast Regional District (SCRD) has received a referral from the Agricultural Land Commission (ALC) regarding a Non-Farm-Use application from the SCRD seeking approval to construct and operate a community hall in Connor Park at 8108 Northwood Road, Halfmoon Bay. This location is within the Agricultural Land Reserve.

The referral review process for ALC files requires the following steps:

- Local government is the first agency to review the ALC application.
- The application is reviewed as it relates to local policy and regulation.
- Local government has the first opportunity to decide if the application is supported or denied.
- If local government does not support the application, the process ends.
- If a resolution is forwarded to ALC, the application process proceeds to ALC review for decision.

The purpose of this report is to provide information about the Non-Farm-Use ALC application 68227 for the Electoral Areas Services Committee to consider and make a recommendation.

Halfmoon Bay Community Hall

SCRD is seeking to construct a community hall in Halfmoon Bay. A thorough review of possible sites that are not significantly constrained by sea level rise/flood risk, (known) archeological considerations and other development factors has been undertaken. Connor Park was determined to be the most feasible and cost-effective option; confirmed by SCRD Board resolution 075/23.

DISCUSSION

Analysis – Application Review and Applicant Rationale

The applicant, SCRD, has applied to the ALC to build and operate a community hall in Connor Park (see Figure 1 and Table 1). Connor Park is within the ALR and is subject to the *Agricultural Land Commission Act* and the *Agricultural Land Reserve Use Regulation*. Given a community hall is not a farm use, the SCRD must receive approval from the ALC via a Non-Farm-Use application to locate a hall in Connor Park.

The SCRD initiated a technical review of several locations to identify the most favorable location for a new community hall in Halfmoon Bay. Connor Park was identified as the ideal location when taking into consideration factors such as time constraints, approved budget, construction complexity, and proximity to other community amenities, infrastructure, and population. The hall project has the potential to support local agriculture, in a way that helps fulfill the land use intent of the Agricultural Land Reserve designation placed on Connor Park by the province. Table 2 provides a summary of the technical review.

Table 1: Application Summary

Registered Parcel Owner	Sunshine Coast Regional District
Applicant	Sunshine Coast Regional District
File number	ALC 68227 (SCRD File ALC00025)
Civic Address	8108 Northwood Road, Halfmoon Bay, BC
Parcel Identifier	015-936-317
Legal Description	BLOCK A DISTRICT LOT 1623 GROUP 1 NEW WESTMINSTER DISTRICT
Electoral Area	B, Halfmoon Bay
Parcel Area	17.6 hectares
OCP Land Use	Community Recreation and Conservation
Land Use Zone	Park and Assembly Two (PA2)
Application Intent	Receive ALC approval to construct and operate a community hall in Connor Park.

Figure 1 - Context Map

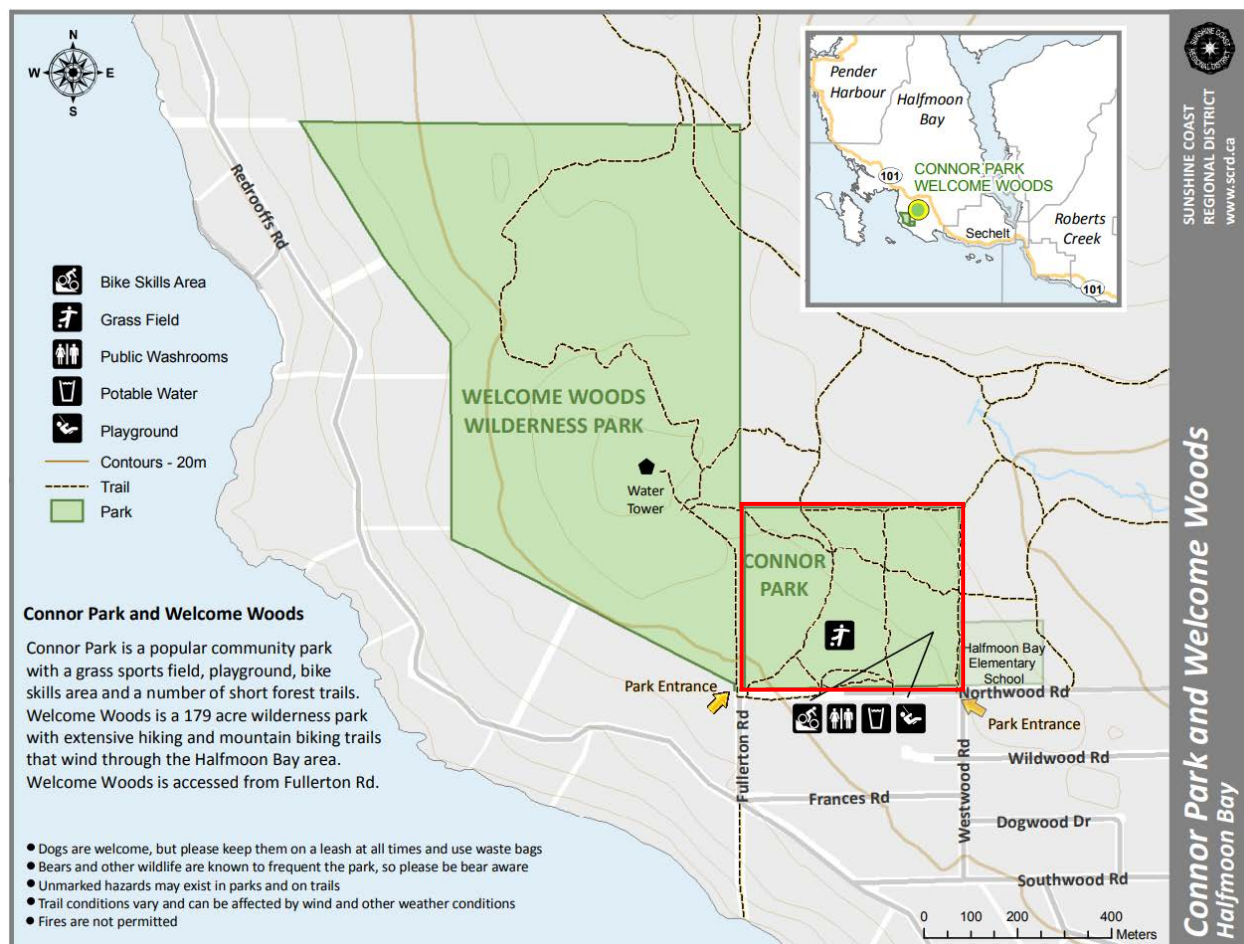


Table 2: Technical Review Summary and Rationale

Time constraints	<ul style="list-style-type: none"> • Completing the project within the time and budgetary constraints of an approved Investing in Canada Infrastructure Program (ICIP) grant is instrumental to the success of this project. The terms of the grant require the new community hall to be located within SCRD Electoral Area B (Halfmoon Bay). • The alternative site review process identified three potential alternative locations within Halfmoon Bay. Significant constraints existed at each of the other locations that would preclude the ability to meet the grant deadlines.
Limited site constraints	<p>Preliminary site investigations have revealed no known site constraints at Connor Park.</p> <ul style="list-style-type: none"> • A topographical survey of the project area has been completed. This survey captured the location and approximate size of mature trees within the potential development area. The flat to mild nature of the topography at the site will require minimal earth works to construct the new community hall.

	<ul style="list-style-type: none"> • A site investigation was conducted by a Geotechnical Engineer. This included a desktop review and a subsurface investigation to review the suitability of the project location for development. No concerns were identified. The existing sand on site may be suitable for fill which would reduce the volume of imported fill required. • A Qualified Environmental Professional was retained to assess the project location, identify any concerns relating to the project, and provide guidance on mitigation strategies to be implemented during construction. The report does not identify any barrier to construction. • A preliminary field review/ archaeological assessment of the area has shown that no sites of significance are present. • A review of the project location by the shíshálh Nation identified no concerns from either an environmental or a cultural perspective.
Proximity to community and amenities	<ul style="list-style-type: none"> • The proposed Connor Park Hall location is well placed within the most highly populated area of the Halfmoon Bay community. The hall will be adjacent to an elementary school, a well-used park and trail network, and within a walkable distance from a public transit bus stop.
On-Site existing amenities	<p>The site has existing amenities that will complement the community hall functions, including but not limited to:</p> <ul style="list-style-type: none"> • Existing parking on site – based on parking requirements by SCRD bylaws sufficient parking exists on site. Minimal disturbance will be needed to provide parking. • Existing recreation amenities, including a large grass sports field, two baseball diamonds, playground, bike skills area, extensive biking and hiking trails. • Existing washroom facilities. This also means that water and power service is already present on site. This limits the impact of the project.
Impact to the Park	<ul style="list-style-type: none"> • The proposed community hall will seek to minimize impact to the park. The project location was determined with consideration for the impacts on the natural environment ecology, and agricultural capabilities of the park. • The only imported fill to the site required is for structural purposes (i.e., foundation preparation). Preliminary estimates suggest that 5-20 cubic yards of gravel would be sufficient for the project. The fill would be used in the area of the hall foundation and for backfill of utility trench extensions, where needed. • Any arable soils impacted by the development would be salvaged and moved on site to protect the agricultural potential of the lands.
Benefits to Agriculture	<ul style="list-style-type: none"> • Connor Park is within the provincial Agricultural Land Reserve, which is a designation that protects arable lands for farming uses, although to date no farm uses have been established within the 17.6 – hectare (43.5 – acre) park. In addition to other key community uses, the proposed community hall has the potential to support local agriculture initiatives, including farmer's markets and community gardens. • During community engagement events many community groups expressed interest in the ability to deliver programs to rural residents including the One Straw Society which offers programs, workshops, and community events to facilitate building resilient and sustainable local food systems on the Sunshine Coast.

Analysis - Local Policy Review

Key policy areas are copied below for reference.

Zoning Bylaw No. 722

SCRD Zoning Bylaw 722, Section 12.2, outlines permitted uses on parcels zoned Park and Assembly Two (PA2). The intent of the PA2 zone is to provide assembly and limited commercial uses. Assembly, in the context of Zoning Bylaw 722, means “the gathering of persons for charitable, civic, cultural, educational, entertainment, philanthropic, political, recreational, private education or religious purposes, which may include social halls, clubs, childcare services, but excludes sleeping or dwelling units, or camp assembly uses”.

The proposal to build and operate a community hall on a PA2 zoned parcel meets the intent of the bylaw, as do contemplated community/ recreational farming uses, such as farmer’s markets and community gardens.

Halfmoon Bay Official Community Plan

Section 12 – OCP Land Use Designation (Community Recreation and Conservation)

The Halfmoon Bay Official Community Plan (OCP) designates this parcel as Community Recreation and Conservation. The OCP objectives and policies in Section 12 provide overall direction for parks and recreation areas in Halfmoon Bay. Specifically:

- The land use designation states within this designation not all lands are used exclusively for recreation or conservation; therefore possible future uses (i.e. community halls) must also be recognized. SCR D Community halls are commonly co-located alongside outdoor leisure/recreation amenity uses. In this case, the recreation and conservation designation also align with permitting farm uses, such as farmers markets and community gardens. The proposed community hall will further serve as a venue and catalyst for supporting such farm uses.
- Objective 7: To coordinate park and recreational development with School District 46 to minimize public expenditure, to provide an enhanced neighbourhood focus, and to coordinate use of the services provided by School District 46 and the SCR D.

The proposal to build and operate a community hall within the Community Recreation and Conservation land use designation meets the intent of the OCP. The community hall at Connor Park will complement the existing recreation and conservation uses taking place on the parcel, provide opportunities to enhance local agricultural initiatives and coordinate services provided by the elementary school located on the adjacent parcel.

Section 29 – Development Permit Areas

The OCP includes Development Permit Areas (DPA), which are areas where special requirements and guidelines for any development or land alternation of the parcel are in effect. DPAs are an opportunity for the SCR D to assess suitable locations on parcels for development and land alternation to occur.

This parcel does not contain any DPAs. Further, a technical review confirmed the parcel:

- Does not contain watercourses or wetlands;
- Is not within a tree cutting permit area;
- Is not within the sensitive ecosystem inventory; and
- Is within the fire protection service area.

Asset Management Policy

There are no conflicts with SCRD's Asset Management Policy or Plan.

Options

The proposal does not contravene SCRD Zoning Bylaw 722, Halfmoon Bay OCP, or the Asset Management Plan, and provides a means to facilitate future agricultural uses under the park's ALR designation, including farmer's markets and community gardens. Therefore, on the basis of the referral, staff support the application to construct and operate a community hall in Connor Park. The following options are provided for SCRD Board's consideration:

- 1) Forward the application to the ALC for review and decision **(Recommended)**.
- 2) Deny the application. This is an option available to SCRD and would terminate the application. Staff do not recommend this option.

Timeline for next steps or estimated completion date

SCRD staff will convey the response to the ALC referral when the Board's direction is established by resolution.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

The SCRD received a referral from the Agricultural Land Commission (ALC) regarding a Non-Farm-Use application from the SCRD seeking approval to construct and operate a community hall in Connor Park - 8108 Northwood Road, Halfmoon Bay. Staff recommendation is to forward the application to the ALC for review and decision.

ATTACHMENTS

Attachment A – Site Plan

Reviewed by:			
Manager	X - J. Jackson	Finance	
GM / P&D	X - I. Hall	Legislative	X – S. Reid
A/CAO	X – I. Hall		

Attachment A

Park Boundary

ELECTORAL AREA
B - AREA B:
HALFMOON BAY

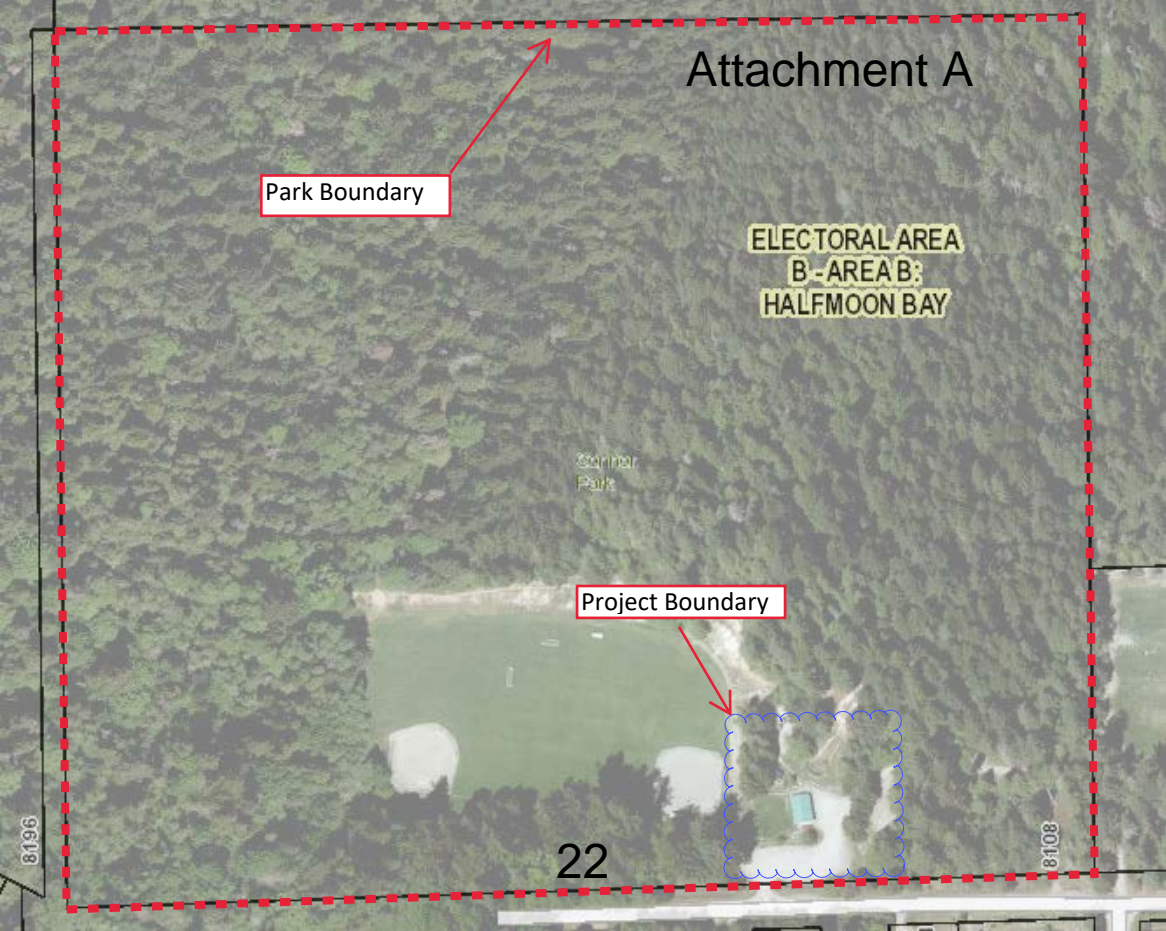
Garfield
Park

Project Boundary

22

8196

8108



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – November 16, 2023

AUTHOR: Kelly Koper, Capital Project Coordinator

SUBJECT: RFP 2334501 Ports Annual Inspections & Preventative Maintenance – Contract Award

RECOMMENDATION(S)

- (1) THAT the report titled RFP 2334501 Ports Annual Inspections & Preventative Maintenance – Contract Award be received for information;**
 - (2) AND THAT a contract to provide Annual Inspections & Preventative Maintenance for SCRD Ports [345] be awarded to Summerhill Fine Homes Inc. in the amount of up to \$670,200 (excluding GST);**
 - (3) AND THAT the delegated authorities be authorized to execute the contract;**
 - (4) AND FURTHER THAT \$4,730 in Year 1 (2024) and an annual increase of 5% for Year 2-5 (2025-2028), to reflect the new contract value for [345] Ports, be incorporated into the draft 2024-2028 financial plan and funded through taxation.**
-

BACKGROUND

Annual inspections and preventative maintenance for the SCRD's nine port facilities are conducted through a contracted service. For the past five years, three inspections per year at each facility have been conducted along with set annual preventative maintenance tasks including resetting of nail heads, touch-up of zone painted areas, derrick lubrication, and ladder clearing. The current contract expires in February 2024.

Over the past three years, with the aging of the ports, preventative maintenance needs have increased. Staff determined that two inspections per year would be sufficient and increased the base preventative maintenance tasks to be completed, and the Request for Proposals scope of work was adjusted to reflect this emerging need.

DISCUSSION

Analysis

Request for Proposals 2334501 Annual Inspections and Preventative Maintenance for SCRD Ports was issued on September 13, 2023, closing on October 6, 2023. The RFP sought a service provider for a three-year period with an option to extend up to an additional two years at the sole discretion of the SCRD.

One compliant proposal was received. Led by the Purchasing Division, the evaluation team consisted of three 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 Summerhill Fine Homes Inc. as they meet the specifications as outlined and are the best value for the above-mentioned contract.

Summary of Bids Received

Company Name	Submitted Proposal 3 Year Value (excluding GST)
Summerhill Fine Homes Inc.	\$325,173

It is recommended that the awarded contract be in the amount not to exceed \$670,200. This represents the five-year total value of the contract plus a contingency of \$195,000 for additional repair and maintenance work as requested by the SCRD over the five years of the contract.

Financial Implications

The current base budget for Inspections and Preventative Maintenance is \$81,270 per year. The new cost for this service is \$86,000 in year 1 (2024), increasing by 5% each year for Year 2-5. Based on the timing of this contract award, and the need for additional funding, staff are recommending that a base budget increase of \$4,730 in Year 1 (2024) plus a 5% increase per year in Years 2-5 (2025-2028) funded from Property Taxation be incorporated into the draft 2024-2028 financial plan.

Additional repair and maintenance work requested by the SCRD will be funded through the current base budget.

Timeline for next steps or estimated completion date

Following Board decision, the contract award will be made, and preventative maintenance and minor inspections services will commence in 2024 as per the terms and schedules in the contract.

STRATEGIC PLAN AND RELATED POLICIES

The purchasing process followed for this service aligned with the SCRD's Procurement Policy and aligns with the Board's strategic priority of asset stewardship and fiscal responsibility.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2334501 was issued for Ports Annual Inspections and Preventative Maintenance. The term of the contract is for three years with an option to extend it up to an additional two years at the sole discretion of the SCRD.

Staff recommend that a contract for RFP 2334501 Preventative Maintenance and Minor Inspections be awarded to Summerhill Fine Homes Inc. in the amount up to \$670,200 (excluding GST) and that the delegated authorities be authorized to execute the contract. The draft Financial Plan will include the revised contract amounts and funded through taxation.

Reviewed by:			
Manager		CFO/Finance	X- T. Perreault
GM	X - S. Gagnon	Legislative	
A/CAO	X - I. Hall	Other	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Areas Services Committee – November 16, 2023

AUTHOR: Sam Adams, Parks Planning and Community Development Coordinator

SUBJECT: RFP 2368002 SNOW CLEARING AND ROAD MAINTENANCE SERVICES FOR DAKOTA RIDGE - CONTRACT AWARD

RECOMMENDATIONS

- (1) THAT the report titled RFP 2368002 Snow Clearing and Road Maintenance Services for Dakota Ridge - Contract Award be received for information;**
 - (2) AND THAT that a contract for the Snow Clearing and Road Maintenance Services for Dakota Ridge [680] be awarded to NB Contracting in the amount of up to \$480,000 (excluding GST);**
 - (3) AND THAT the delegated authorities be authorized to execute the contract;**
 - (4) AND FURTHER THAT an annual increase of \$16,000 to reflect the new contract value for function [680] Dakota Ridge, be incorporated into the draft 2024-2028 financial plan and funded from taxation.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) currently, through a contracted service, provides seasonal snow clearing and road maintenance services along 14km of Forest Service Roads Sechelt/Wilson Branch 5 and Sechelt/Chapman Branch 4 and in the Dakota Ridge Parking Area. Road maintenance and snow clearing services encompass brushing of the Forest Service Road clearing width, grading of the road surface, maintenance of cross ditches and water bars, maintenance/replacement of culverts and ditches, as well as snow removal on an as and when needed basis. These activities support public, volunteer, and staff access to Dakota Ridge Winter Recreation Area during the winter season and are also a part of the maintenance schedule responsibilities for the SCRD outlined in the Forest Service Road Maintenance Agreement between the Ministry of Forests and the Sunshine Coast Regional District.

The RFP 2368002 was issued on September 21, 2023, and closed on October 20, 2023. The RFP sought a contractor to provide services over a three-year period with an option to extend up to an additional two years at the sole discretion of the SCRD.

DISCUSSION

Request for Proposal (RFP) Process and Results

One compliant proposal was received. 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 NB Contracting Ltd. as they met the specifications as outlined and are the best value for the above-mentioned contract.

Summary of Bids Received

Company Name	Total 5-year Value of Contract (in the amount up to, excluding GST)
NB Contracting Ltd.	\$480,000

It is recommended that the contract be awarded to NB Contracting, in the amount not to exceed \$480,000. This represents the five-year value of the contract.

Financial Implications

Due to inflationary pressures and a rise in fuel costs, the hourly rate for required equipment specified in the contract is more than the previous historic contracted hourly rate. To maintain existing service levels and ensure appropriate response to heavy snow fall, extreme weather events, and adequately address maintenance responsibilities required in the Forest Service Road Maintenance Agreement, staff are requesting a base budget lift of \$16,000 per year for Dakota Ridge [680] be incorporated into the draft 2024-2028 financial plan. This increase will be funded through taxation.

Timeline and Next Steps

Following Board decision, the contract award will be made based on existing budget.

The anticipated opening date for Dakota Ridge is December 15; however, staff and volunteers require prior access in preparation for opening therefore it is important to have a contract in place before the end of November.

STRATEGIC PLAN AND RELATED POLICIES

This process and contract award aligns with SCRD Purchasing Policy as well as the SCRD Board's strategic priority of service delivery excellence.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2368002 was issued for Snow Clearing and Road Maintenance Services for Dakota Ridge. One compliant proposal was received.

Based on the best overall score and value offered, staff recommend that the SCRD enter a three-year contract with an option to renew an additional two years with NB Contracting Ltd. in the amount up to \$480,000 excluding GST.

Reviewed by:			
Manager	X – J. Huntington	CFO/Finance	X- T. Perreault
GM	X – S. Gagnon	Legislative	
A/CAO	X – I. Hall	Purchasing	X - V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – November 16, 2023

AUTHOR: Jessica Huntington – Interim Manager – Parks Services

SUBJECT: REQUEST FOR PROPOSAL 2311603 PORTABLE TOILETS AND SEWAGE PUMP OUT SERVICES - CONTRACT AWARD

RECOMMENDATION(S)

- (1) THAT the report titled Request for Proposal (RFP) 2311603 Portable Toilets and Sewage Pump out Services - Contract Award be received for information;**
 - (2) AND THAT a contract for Portable Toilets and Sewage Pump Out Services be awarded to Star-Tek Industries Ltd in the amount up to \$815,000 (excluding GST);**
 - (3) AND THAT the delegated authorities be authorized to execute the contract;**
 - (4) AND FURTHER THAT an increase of \$9,700 in Year 1 (2024) and an additional 2.5% for Year 2-5 (2025-2028), to reflect the new contract value for [650] Community Parks, be incorporated into the draft 2024-2028 financial plan and funded through taxation.**
-

BACKGROUND

The Sunshine Coast Regional District (SCRD) currently provides portable toilet services to residents of the Sunshine Coast at various parks, as well as portable toilets and handwashing facilities at our solid waste sites. Further, there are various facilities that have septic fields or wastewater treatment plants that require pump out services on an as and when required basis.

The contract for the portable toilet servicing is expiring and the SCRD has taken this opportunity to align this service need across numerous Service Functions into one competitive bid process in accordance with the SCRD's Procurement Policy.

The RFP 2311603 for Portable Toilets and Sewage Pump Out services was issued on September 7, 2023 and closed on October 5, 2023. The RFP sought a single Contractor to provide services for the SCRD over a three-year period with an option to extend up to an additional two years at the sole discretion of the SCRD.

DISCUSSION

Two compliant proposals were received. Led by the Purchasing Division, the evaluation team consisted of three 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 Star Tek Industrial Services as they met the specifications as outlined and are the best value for the above-mentioned contract.

Name	Estimated Contract Value (in the amount up to, excluding GST)
AAA Peninsula Septic Tank Services Ltd	\$806,500
Star Tek Industrial Services	\$596,020

It is recommended that the awarded contract be in the amount not to exceed \$815,000. This represents the five-year value of the contract plus a contingency for extra pumps and services that may be required for all functions involved in this contract.

Financial Implications

There are numerous functions within the SCRD that require portable toilet and sewage pump out services. The base budgets for these functions and capital projects for Infrastructure Services are sufficient to cover the costs of this contract **except** for [650] Community Parks – Operations.

[650] Community Parks encompasses most the routine schedule services provided through this contract (portable toilets). With the increased contract values, the cost of this service exceeds the 2023 base budget. Staff are requesting a lift to the base budget of \$9,700 in Year 1 (2024) and an annual increase of 2.5% for years 2-5 (2025-2028). Given the timing of this contract award, staff are recommending that this base budget increase for [650] Community Parks be incorporated in the draft 2024-2028 financial plan.

Timeline for next steps or estimated completion date

Following Board decision, the contract award will be made, and portable toilet and sewage pump out services will commence December 2023 per the terms and schedules in the contract.

STRATEGIC PLAN AND RELATED POLICIES

The purchasing process followed for this service aligned with the SCRD's Procurement Policy and aligns with the Board's strategic priority of fiscal responsibility and transparent government.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2311603 was issued for Portable toilet, handwashing stations and septic pump out services. The term of the contract is for three years with an option to extend it up to an additional two years at the sole discretion of the SCRD.

Staff recommend that a contract for RFP 2311603 Portable Toilet and Sewage Pump Out Services be awarded to Star Tek Industrial Ltd in the amount up to \$815,000 (excluding GST).

Reviewed by:			
Manager	X- S. Walkey X- A. Kidwai	CFO/Finance	X- T. Perreault
GM	X- S. Gagnon X- R. Rosenboom X - I. Hall	Legislative	
A/CAO	X - I. Hall	Purchasing	X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Electoral Area Services Committee – November 16, 2023

AUTHOR: Jessica Huntington, Interim Manager, Parks Services

SUBJECT: REQUEST FOR QUOTATIONS 2365012 ROUGH LUMBER – CONTRACT AWARD

RECOMMENDATION(S)

- (1) THAT the report titled Request for Quotation 2365012 Rough Lumber - Contract Award be received for information;
 - (2) AND THAT a contract for Rough Lumber be awarded to Powell River Forest Products Ltd. in the amount up to \$125,000 (excluding GST);
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.
-

BACKGROUND

The purpose of the Request for Quote 2365012 - Rough Lumber is to secure the supply and delivery of various rough lumber products for the Parks Department for planned and as needed operational requirements. The RFQ process ensures that the supply of rough lumber follows SCRD procurement policy and practices.

DISCUSSION

Request for Quote (RFQ) Process and Results

RFQ 2365012 - Rough Lumber was issued on August 14, 2023 and closed September 6, 2023. Three compliant proposals were received. Led by Purchasing, the evaluation team consisted of three members. The evaluation team reviewed and scored the proposal against the criteria set out in section 7 of the RFQ document. Based on the overall score and value offered, staff have recommended that a contract be awarded to Powell River Forest Products Ltd. as they meet the specifications as outlined and are the highest scoring proponent and provide best value for the above-mentioned contract. The SCRD sought a service provider for a one-year contract with the option to extend up to three additional years at the sole discretion of the SCRD.

Summary of Bids Received

Name	Submission Values (excluding GST)
Powell River Forest Products Ltd	Unit pricing
Strait Timber Ltd	Unit pricing
Lyall Contracting	Unit pricing

Value of contract is based on historical purchases and division needs. Unit Pricing was provided by the vendors which will not be disclosed as per legislation.

Financial Implications

There are no financial implications as the costs associated with the contract are within the base budgets (650,680,665,667,400).

Timeline for next steps or estimated completion date

Following Board decision, the contract award will be made, and rough lumber supply orders will commence as needed.

STRATEGIC PLAN AND RELATED POLICIES

The procurement process for the RFQ for Rough Lumber aligns with the Board's strategic priority of fiscal responsibility and transparent government.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFQ 2365012 for Rough Lumber was issued with three compliant proposals received.

Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract agreement with Powell River Forest Products Ltd. with a value of up to \$125,000 excluding GST, for one year with the option to extend up to three additional years at the sole discretion of the SCRD.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM	X - S. Gagnon	Legislative	
A/CAO	X – I. Hall	Purchasing	X- V. Cropp