



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, NOVEMBER 23, 2023

AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of November 9, 2023

Annex A
Pages 3 - 7

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole meeting recommendation Nos. 1 - 5 of November 9, 2023 Annex B
pp 8 - 9
4. Special Committee of the Whole meeting recommendation Nos. 1 - 15 of November 10, 2023 Annex C
pp 10 - 14
5. Electoral Area Services Committee recommendation Nos. 1-8 of November 16, 2023 Annex D
pp 15 - 17
6. Request for Proposal (RFP) 2337009 Exposed Watermain Rehabilitation Chapman Creek Crossing – Contract Award - Assistant Manager, Capital Projects Annex E
pp 18 - 20
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, sNGD-1)
7. Invitation to Tender (ITT) 2337012 Watermain Replacement Sans Souci Road – Contract Award - Assistant Manager, Capital Projects Annex F
pp 21 - 23
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, sNGD-1)
8. 2361306 HVAC Unit Replacement at Gibsons and Area Community Centre (GACC) - Contract Value Amendment - Manager, Facility Services Annex G
pp 24 - 26
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, sNGD-1)

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|-----|---------------------------------------------------------------------------------------------------------|-----------------------|
| 9. | Placement of Notice on Title - Chief Building Official
(Voting – All Directors – 1 vote each) | Annex H
pp 27 - 30 |
| 10. | Strategic Plan Update - SCRD Board Chair
(Voting – All Directors – 1 vote each) | Annex I
pp 31 - 32 |

COMMUNICATIONS

- | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 11. | <u>Mary Caros, Interim Executive Director / Seniors Planning Manager, Sunshine Coast Resource Centre, dated November 8, 2023</u>
Regarding request for Letter of Support for Seniors
Transportation Assessment and Action Plan Grant Application | Annex J
pp 33 |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|

MOTIONS

BYLAWS

DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (c) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, [...] or another position...; labour relations or other employee relations...”

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

November 9, 2023

MINUTES OF THE MEETING OF THE REGULAR BOARD OF THE SUNSHINE COAST REGIONAL DISTRICT HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES 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
	District of Sechelt	A. Toth
	Town of Gibsons	S. White
	shíshálh Nation Government District	P. Paul

ALSO PRESENT:

Chief Administrative Officer (Acting) and GM, Planning and Development	I. Hall
Corporate Officer	S. Reid
GM, Community Services	S. Gagnon
GM, Corporate Services / Chief Financial Officer	T. Perreault
GM, Infrastructure Services	R. Rosenboom
Assistant GM, Infrastructure Services	M. Brown
Senior Manager, Human Resources	G. Parker
Manager, Legislative Services / Recorder	J. Hill
Legislative Assistant	K. Wiebe
Area A, Alternate Director	C. Alexander
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 1:30 p.m.

ELECTION OF CHAIR The Corporate Officer called for nominations for the position of Chair of the Regional District Board for 2024.

Director Toth nominated Director Lee. Director Lee accepted the nomination.

The Corporate Officer called a second time for further nominations.

The Corporate Officer called a third and final time for further nominations.

Director Paul nominated Director White. Director White accepted the nomination.

There being no further nominations, nominations were closed and a vote by secret ballot was called by the Corporate Officer.

Director Lee was declared Chair of the Sunshine Coast Regional District Board for 2024 by majority vote.

ELECTION OF VICE CHAIR

Director Lee assumed the Chair. Chair Lee called for nominations for the position of Vice Chair of the Regional District Board for 2024.

Director White nominated Director Toth. Director Toth accepted the nomination.

The Chair called a second time for further nominations.

The Chair called a third and final time for further nominations.

There being no further nominations, Director Toth was declared Vice Chair of the Sunshine Coast Regional District Board for 2024 by acclamation.

The Board recessed at 1:46 p.m. and reconvened at 1:53 p.m.

AGENDA

It was moved and seconded

328/23

THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes

It was moved and seconded

329/23

THAT the Regular Board meeting minutes of October 26, 2023 be adopted.

CARRIED

REPORTS

COW

It was moved and seconded

330/23

THAT Committee of the Whole recommendation Nos. 1-6 of October 26, 2023 be received, adopted and acted upon as follows:

Recommendation No. 1 *Eastbourne Groundwater Investigation*

THAT the presentation from ISL Engineering and Land Services Ltd. Titled Eastbourne Groundwater Investigation be received for information.

330/23 cont.

Recommendation No. 2 *Eastbourne Groundwater Development Project*

THAT the report titled Eastbourne Groundwater Development Project Well Testing and Results and Next Steps be received for information;

AND THAT staff be authorized to proceed with the preparation of a Request for Proposal for preliminary engineering (including design and permitting) and preparation of tender ready documents for Wells 1 and 3 and auxiliary infrastructure for the Eastbourne Water System.

Recommendation No. 3 *Hopkins Landing Waterworks District Feasibility Service Area*

THAT the report titled Hopkins Landing Waterworks District Facility Service Area be received for information;

AND THAT the Hopkins Landing Waterworks District (HLWD) be considered a 'feasibility service area' for the purposes of completing a conversion feasibility study;

AND THAT the Sunshine Coast Regional District (SCRD) accept the Infrastructure Planning Grant Program (IPGP) grant for HLWD Conversion Feasibility Study for \$10,000;

AND THAT the HLWD Conversion Feasibility Study project be included in the [155] Feasibility Studies – Area F budget in the amount of \$40,000, funded from the IPGP grant funding in the amount of \$10,000 and a \$30,000 contribution from the HLWD;

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

Recommendation No. 4 *Eastlink Contract Renewal*

THAT the report titled Eastlink Contract Renewal be received for information;

AND THAT a three-year contract renewal for the wide area network connectivity for a total value of \$230,542 (excluding GST) be executed with Eastlink as the sole source provider.

Recommendation No. 5 *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from July 1, 2023 to September 30, 2023 be received for information.

Recommendation No. 6 *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending September 30, 2023 be received for information.

CARRIED

COMMUNICATIONS

IDEA Conference
Invitation

It was moved and seconded

331/23

THAT the communication from Samantha Bauer, Human Resources Advisor – Training Opportunity, City of Kamloops, dated October 27, 2023 be received for information.

CARRIED

BYLAWS

Bylaw 717.3

It was moved and seconded

332/23

THAT *Sunshine Coast Regional District Board Procedures Amendment Bylaw No. 717.3, 2023* be adopted.

CARRIED

Bylaw 761

It was moved and seconded

333/23

THAT *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019, Revision Bylaw No. 761, 2023* be read a third time.

CARRIED

Bylaw 761

It was moved and seconded

334/23

THAT *Sunshine Coast Regional District Zoning Bylaw No. 722, 2019, Revision Bylaw No. 761, 2023* be adopted.

CARRIED

Bylaw 1027.9

It was moved and seconded

335/23

THAT the report titled Gibsons and District Service Boundary Extension be received for information;

AND THAT *Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.9, 2023* be considered for three readings.

CARRIED

Bylaw 1027.9

It was moved and seconded

336/23

THAT *Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.9, 2023* be read a first time.

CARRIED

Bylaw 1027.9 **It was moved and seconded**

337/23 THAT *Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.9, 2023* be read a second time.

CARRIED

Bylaw 1027.9 **It was moved and seconded**

338/23 THAT *Gibsons/West Howe Sound Fire Protection Service Amendment Bylaw No. 1027.9, 2023* be read a third time.

CARRIED

DIRECTORS REPORTS

Directors provided a verbal report of their activities.

The Board moved In Camera at 2:27 p.m.

The Board recessed at 2:28 p.m. and reconvened at 2:33 p.m.

IN CAMERA It was moved and seconded

339/23 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) and (2) (b) of the *Community Charter* – “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 moved out of In Camera at 3:01 p.m.

ADJOURNMENT

340/23 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 3:01 p.m.

Certified correct _____
Corporate Officer

Confirmed this _____ day of _____

Chair

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

November 9, 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	Electoral Area D	K. Backs
	Directors	Electoral Area A	L. Lee
		Electoral Area B	J. Gabias
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		Town of Gibsons	S. White
		District of Sechelt	A. Toth
		District of Sechelt	D. Inkster
		shishálh Nation Government District	P. Paul
ALSO PRESENT:	Acting Chief Administrative Officer / GM, Planning and Development Corporate Officer GM, Corporate Services / Chief Financial Officer GM, Infrastructure Services Assistant GM, Infrastructure Services GM, Community Services Manager, Sustainable Development Recording Secretary Media Public		I. Hall S. Reid T. Perreault (part) R. Rosenboom (part) M. Brown (part) S. Gagnon (part) R. Shay (part) L. Mosimann 1 0

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

CALL TO ORDER 9:33 a.m.

AGENDA The agenda was adopted as presented.

Director Toth passed the Chair to Director Backs.

REPORTS

Recommendation No. 1 *2024 Meeting Schedule*

The Committee of the Whole recommended that the report titled 2024 Meeting Schedule be received for information;

AND THAT the 2024 Meeting Schedule be adopted as amended by moving the Regular Board meeting start time to 1:00 p.m.

Recommendation No. 2 *Plans for Community Greenhouse Gas Emissions Inventory*

The Committee of the Whole recommended that the report titled Plans for Community Greenhouse Gas Emissions Inventory be received for information;

AND THAT the approach of engaging with My Sea to Sky for completion of community energy and emissions inventories for the Sunshine Coast Regional District be supported.

Recommendation No. 3 *Community Services Department 2023 Q3 Report*

The Committee of the Whole recommended that the report titled Community Services Department 2023 Q3 Report be received for information.

Recommendation No. 4 *Planning and Development Department 2023 Q3 Report*

The Committee of the Whole recommended that the report titled Planning and Development Department 2023 Q3 Report be received for information.

Recommendation No. 5 *Infrastructure Services Department – 2023 Q3 Report*

The Committee of the Whole recommended that the report titled Infrastructure Services Department – 2023 Q3 Report be received for information.

IN CAMERA

The Committee moved In-Camera at 10:29 a.m.

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (k) of the *Community Charter* “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 10:57 a.m.

ADJOURNMENT 10:58 a.m.

Committee Chair

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

November 10, 2023

RECOMMENDATIONS FROM THE SPECIAL 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	District of Sechelt	A. Toth
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area E Electoral Area F District of Sechelt	L. Lee J. Gabias K. Backs D. McMahon K. Stamford D. Inkster
ALSO PRESENT:	Acting Chief Administrative Officer / GM, Planning and Development GM, Corporate Services / Chief Financial Officer GM, Infrastructure Services Assistant GM, Infrastructure Services Manager, Asset Management Manager, Utility Services Recording Secretary Media Public		I. Hall T. Perreault R. Rosenboom M. Brown K. Doyle (part) S. Walkey (part) L. Mosimann 0 2

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

CALL TO ORDER 9:33 a.m.

AGENDA The agenda was adopted as amended.

REPORTS

Recommendation No. 1 *Sunshine Coast Regional District Water Services – Capital Plan Update*

The Committee of the Whole recommended that the report titled Sunshine Coast Regional District Water Services – Capital Plan Update be received for information.

Recommendation No. 2 *Regional Water Service Area 2024 Rate Bylaw Amendment*

The Committee of the Whole recommended that the report titled Regional Water Service Area 2024 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule B be amended to increase the Regional Water Service Area User Fees and Metered Usage Fees by 9.75% and Parcel Taxes by 14.78% for an overall rate increase of 11.64%;

AND THAT the amended Bylaw(s) will be presented for readings and adoption at the December 14, 2023, Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 3 *North Pender Service Area 2024 Rate Bylaw Amendment*

The Committee of the Whole recommended that the report titled North Pender Service Area 2024 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule D be amended to increase the North Pender Water Service Area User Fees and Metered Usage Fees by 5.11% and Parcel Taxes by 14.19% for an overall rate increase of 7.79%;

AND THAT the amended Bylaw(s) will be presented for readings and adoption at the December 14, 2023, Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 4 *South Pender Service Area 2024 Rate Bylaw Amendment*

The Committee of the Whole recommended that the report titled South Pender Service Area 2024 Rate Bylaw Amendment be received for information;

AND THAT the Water Rates and Regulations Bylaw No. 422, Schedule E be amended to increase the South Pender Water Service Area User Fees and Metered Usage Fees by 10.75% and Parcel Taxes by 19.26% for an overall rate increase of 13.83%;

AND THAT the amended Bylaw(s) will be presented for readings and adoption at the December 14, 2023, Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 5 *2024 Wastewater User Fee and Capital Plan Overview*

The Committee of the Whole recommended that the report titled 2024 Wastewater User Fee and Capital Plan Overview be received for information.

Recommendation No. 6 *Greaves Road [381] Wastewater 2024 User Fee Review*

The Committee of the Whole recommended that the report titled Greaves Road [381] Wastewater 2024 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (*Schedule C*) be amended to increase the Greaves Road Service Area User Fees to \$763.61 for 2024;

AND THAT the amended Bylaw(s) will be presented for readings and adoption at the December 14, 2023 Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 7 *Woodcreek Park [382] Wastewater 2024 User Fee Review*

The Committee of the Whole recommended that the report titled Woodcreek Park [382] Wastewater 2024 User Fee Review be received for information;

AND THAT the *Woodcreek Park Sewer User Rates Bylaw No. 430*, (*Schedule A*) be amended to increase the Woodcreek Park Service Area User Fees to \$800.74 for 2024;

AND THAT the amended Bylaw(s) will be presented for readings and adoption at the December 14, 2023, Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 8 *Woodcreek Park [382] Wastewater Capital Plan Update*

The Committee of the Whole recommended that the report titled Woodcreek Park [382] Wastewater Capital Plan Update be received for information;

AND THAT the *Woodcreek Park Sewer User Rates Bylaw No. 430* (*Schedule A*) be amended to increase the Frontage Fee for the Woodcreek Park Wastewater Service by \$50, resulting in a 2024 Frontage Fee of \$500, to be reviewed again prior to the 2025 budget;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 9 *Secret Cove [385] Wastewater 2024 User Fee Review*

The Committee of the Whole recommended that the report titled Secret Cove [385] Wastewater 2024 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (*Schedule C*) be amended to increase the Secret Cove Service Area User Fees to the following for 2024:

- Secret Cove Residential User Fee: \$829.96
- Secret Cove Marina User Fee: \$847.34
- Secret Cove Restaurant User Fee: \$1,205.51

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 10 *Langdale [388] Wastewater Capital Plan Update*

The Committee of the Whole recommended that the report titled Langdale [388] Wastewater Capital Plan Update be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428 (Schedule B) be amended to increase the Frontage Fee for the Langdale Wastewater Service by \$50.00, resulting in a 2024 Frontage Fee of \$500.00, to be reviewed again prior to the 2025 budget;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 11 *Curran Road [391] Wastewater 2024 User Fee Review*

The Committee of the Whole recommended that the report titled Curran Road [391] Wastewater 2024 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Curran Road Service Area User Fees to \$742.68 for 2024;

AND THAT the amended Bylaw(s) will be presented for readings and adoption at the December 14, 2023 Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 12 *Roberts Creek Co-Housing [392] Wastewater 2024 User Fee*

The Committee of the Whole recommended that the report titled Roberts Creek Co-Housing [392] Wastewater 2024 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Roberts Creek Co-Housing Service Area User Fees to \$1,307.48 for 2024;

AND THAT the amended Bylaw(s) will be presented for readings and adoption at the December 14, 2023 Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 13 *Robert's Creek Co-Housing [392] Wastewater Capital Plan Update*

The Committee of the Whole recommended that the report titled Robert's Creek Co-Housing [392] Wastewater Capital Plan Update be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428 (Schedule B) be amended to reflect a \$50.00 annual increase in Frontage Fees for Robert's Creek Co-Housing, over the next five years, resulting in the following fees: \$500.00 in 2024, \$550.00 in 2025, \$600.00 in 2026, \$650.00 in 2027, and \$700.00 in 2028;

AND THAT the Capital Plan be reviewed and presented to the Board prior to the adoption of the 2024 Budget;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 14 *Lily Lake [393] Wastewater 2024 User Fee Review*

The Committee of the Whole recommended that the report titled Lily Lake [393] Wastewater 2024 User Fee Review be received for information;

AND THAT the Sewage Treatment Facilities Service Unit Bylaw No. 428, (Schedule C) be amended to increase the Lily Lake Service Area User Fees to \$1,143.48 for 2024;

AND THAT the amended Bylaw(s) will be presented for readings and adoption at the December 14, 2023 Regular Board Meeting;

AND FURTHER THAT the 2024-2028 Draft Financial Plan be amended accordingly.

Recommendation No. 15 *2024 Refuse Collection [355] Fee Review*

The Committee of the Whole recommended that the report titled 2024 Refuse Collection [355] Fee Review be received for information.

ADJOURNMENT 10:34 a.m.

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
ELECTORAL AREA SERVICES COMMITTEE**

November 16, 2023

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

PRESENT:	Chair	Electoral Area E	D. McMahon
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area F	L. Lee J. Gabias K. Backs K. Stamford
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Planning and Development		I. Hall
	Assistant Manager, Planning and Development		K. Jones (part)
	Planner II		N. Copes (part)
	Planner II		A. Wittman (part)
	GM, Community Services		S. Gagnon (part)
	Ports Capital Project Coordinator		K. Koper (part)
	Parks Planning & Comm. Dev. Coordinator		S. Adams (part)
	Interim Manager, Parks Services		J. Huntington (part)
	Manager, Purchasing and Risk		V. Copp (part)
	Recording Secretary		A. O'Brien
	Media		1
	Public		10 (part)

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

CALL TO ORDER 9:34 a.m.

AGENDA The agenda was adopted as presented.

PRESENTATIONS AND DELEGATIONS

Dawn Allen and Anthony Paré, Sunshine Coast Sue Big Oil Campaign and Andrew Gage, West Coast Environmental Law presented to the Committee regarding climate change costs to local governments and to request support for the campaign to Sue Big Oil.

Recommendation No. 1 *Sunshine Coast Sue Big Oil Campaign Delegation*

The Electoral Area Services Committee recommended that the presentation materials provided by Dawn Allen and Anthony Paré, Sunshine Coast Sue Big Oil Campaign be received for information.

Recommendation No. 2 *Sue Big Oil Campaign*

The Electoral Area Services Committee recommended that staff reach out to the Capital Regional District to request information regarding their findings on the feasibility, merit and role of Regional Districts regarding the Sue Big Oil lawsuit;

AND THAT a staff report on the findings be brought back to a future Committee for information.

The Committee recessed at 10:13 a.m. and reconvened at 10:19 a.m.

REPORTS

The Chair invited public comments for Development Variance Permit Application DVP00091.

Samantha Baxter, Property Owner, 1019 Stephens Road provided comments regarding the Development Variance Permit Application DVP00091 and clarified the reasons for the washroom in the shed.

Recommendation No. 3 *Development Variance Permit DVP00091 (1019 Stephens Road)*

The Electoral Area Services Committee recommended that the report titled Development Variance Permit DVP00091 (1019 Stephens Road) - Electoral Area D be received for information;

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.

Recommendation No. 4 *Agricultural Land Commission Referral Application 68227 (SCRD ALR00025)*

The Electoral Area Services Committee recommended that the report titled Agricultural Land Commission Referral Application 68227 (SCRD ALR00025) - Electoral Area B be received for information;

AND THAT Agricultural Land Commission Referral 68227 for Non-Farm Use be forwarded to the Agricultural Land Commission for review of decision.

Recommendation No. 5 *RFP 2334501 Ports Annual Inspections & Preventative Maintenance – Contract Award*

The Electoral Area Services Committee recommended that the report titled RFP 2334501 Ports Annual Inspections & Preventative Maintenance – Contract Award be received for information;

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);

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

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.

Recommendation No. 6 *RFP 2368002 Snow Clearing and Road Maintenance Services for Dakota Ridge - Contract Award*

The Electoral Area Services Committee recommended that the report titled RFP 2368002 Snow Clearing and Road Maintenance Services for Dakota Ridge - Contract Award be received for information;

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);

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

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.

Recommendation No. 7 *Request for Proposal (RFP) 2311603 Portable Toilets and Sewage Pump out Services - Contract Award*

The Electoral Area Services Committee recommended that the report titled Request for Proposal (RFP) 2311603 Portable Toilets and Sewage Pump out Services - Contract Award be received for information;

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);

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

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.

Recommendation No. 8 *Request for Quotation 2365012 Rough Lumber - Contract Award*

The Electoral Area Services Committee recommended that the report titled Request for Quotation 2365012 Rough Lumber - Contract Award be received for information;

AND THAT a contract for Rough Lumber be awarded to Powell River Forest Products Ltd. in the amount up to \$125,000 (excluding GST);

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

ADJOURNMENT 10:40 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – November 23, 2023

AUTHOR: Jesse Waldorf, Assistant Manager, Capital Projects

SUBJECT: **REQUEST FOR PROPOSAL (RFP) 2337009 EXPOSED WATERMAIN REHABILITATION
CHAPMAN CREEK CROSSING – CONTRACT AWARD**

RECOMMENDATION(S)

- (1) THAT the report titled Request for Proposal (RFP) 2337009 Exposed Watermain Rehabilitation Chapman Creek Crossing - Contract Award be received for information;**
 - (2) AND THAT a contract for exposed watermain rehabilitation for a portion of the Chapman Creek be awarded to Jewel Holdings Ltd., in the amount up to \$143,000 (plus GST);**
 - (3) AND THAT the delegated authorities be authorized to execute the contract;**
 - (4) AND THAT the Exposed Watermain Rehabilitation project funding source be modified to [370] Regional Water Operational Reserves;**
 - (5) AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.**
-

BACKGROUND

The Sunshine Coast Regional District's (SCRD) water distribution system includes several sections of above ground watermains. In 2015, a consultant conducted a visual condition assessment of all the exposed sections of watermains and made recommendations for the rehabilitation of three sections spanning across crossings over Chapman Creek. In June 2023, staff released an RFP for preparation, cleaning, and recoating of the three sections of watermain.

The purpose of this report is to request that the Board award the construction contract for one section of exposed watermain rehabilitation along Chapman Creek to Jewel Holdings Ltd. (Jewel) for a value not to exceed \$143,000 (plus GST).

DISCUSSION*Analysis*

An RFP 2337009 to secure a contractor to complete the exposed watermain rehabilitation for three sections of exposed watermain spanning across Chapman Creek was issued June 5, 2023, and closed on July 5, 2023.

One compliant bid was received. Led by the Purchasing Division, the evaluation committee reviewed and scored the proposal against the criteria stipulated in the RFP. Based on the evaluation, staff recommend that the project scope be reduced to one section of watermain with the other two sections considered in future budget allocations; and that the contract for the exposed watermain rehabilitation be awarded to Jewel as they satisfied all the requirements of the RFP.

Section	Value of Construction (excluding GST)
Chapman Creek Crossing #1	\$116,381
Chapman Creek Crossing #2	\$195,014
Chapman Creek Crossing #3	\$195,014
Total for 3 Sections	\$506,408

Financial Implications

Jewel Holding's fee for the scope of work outlined in the RFP is \$116,381. Due to the uncertainty or extent of corrosion under existing coatings, staff recommend awarding a contract in the amount of up to \$143,000. This includes an approximate 23% contingency which could be used to address any unforeseen complications and a \$3,000 allocation for Capital Projects staff time for various tasks including, but not limited to, project management and site inspections. Any funds beyond the stipulated bid price of \$116,381 would be approved by staff as per the Delegation Policy.

Upon further review, staff have determined that the Watermain Rehabilitation project is operational in nature. Currently, the Financial Plan has this work budgeted as a Capital Expenditure. In order to comply with Public Sector Accounting Standards (PSAS), the Financial Plan will need to be amended to change this to an Operational Expenditure. In addition, the Exposed Watermain Rehabilitation project is currently funded from Capital Reserves. As per board policy, capital reserves may be used for expenditures that meet the definition and threshold of capitalization in accordance with PSAS. Therefore, the financial plan will have to be amended to fund this project from Regional Water Operational reserves. The remaining approved budget for the Exposed Watermain Rehabilitation Project is \$124,598. Therefore, there is funding a shortfall of \$18,402. This shortfall will need to be funded from Regional Water Operational Reserves.

Timeline for next steps or estimated completion date

This project involves work near the creek and riparian environment and may therefore be subject to Ministry of Forest (MoF) Notice of Work Near/Over Streams, and Nesting Window considerations. Work to be completed prior to March 15, 2024, to avoid Nesting Window.

Based on the preliminary construction schedule provided by Jewel, it is expected that work will begin in January 2024, and complete by end of February 2024.

Communications Strategy

This project will not have any impacts to the community so no communication to the community is proposed.

STRATEGIC PLAN AND RELATED POLICIES

This exposed watermain coating rehabilitation project reflects the objectives identified in the 2019-2023 Board Strategic Plan, including the Strategic Focus Area of *Asset Stewardship*.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2337009 was issued for the rehabilitation of three exposed watermains spanning across crossings over Chapman Creek. One compliant bid was received.

Staff recommend awarding a contract for construction for the rehabilitation of one section of the exposed watermains to Jewel Holdings Ltd. in the amount up to \$143,000 (plus GST).

Reviewed by:			
Manager		Finance	X-T. Perreault
GM	X - R. Rosenboom	Legislative	
CAO	X - D. McKinley	Other	X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – November 23, 2023

AUTHOR: Jesse Waldorf, Assistant Manager, Capital Projects

SUBJECT: INVITATION TO TENDER (ITT) 2337012 WATERMAIN REPLACEMENT SANS SOUCI ROAD - CONTRACT AWARD

RECOMMENDATION(S)

- (1) THAT the report titled Invitation to Tender (ITT) 2337012 Watermain Replacement Sans Souci Road - Contract Award be received for information;**
 - (2) AND THAT a contract for Watermain Replacement Sans Souci Road be awarded to Drake Excavating 2016 LTD., in the amount up to \$667,000 (plus GST);**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

In 2021, the Sunshine Coast Regional District (SCRD) contracted with Onsite Engineering Ltd. for engineering and consulting services for the Sans Souci Road Watermain Replacement project. The scope of that work included detailed design, permitting, tendering and construction administration services. With the engineered drawings produced, an Invitation to Tender (ITT) for the Watermain Replacement Sans Souci Road was prepared. In August 2023, staff released an ITT requesting construction services related to the replacement of this section of watermain.

The purpose of this report is to recommend the award of the construction contract for Watermain Replacement Sans Souci Road to Drake Excavating 2016 Ltd. (Drake) for an amount up to \$667,000 (plus GST).

DISCUSSION*Analysis*

ITT 2337012 to secure a contractor to complete the construction of the Sans Souci watermain replacement was issued on August 9, 2023, and closed on September 13, 2023.

One compliant bid was received. Led by the Purchasing Division, the evaluation committee reviewed and scored the proposal against the criteria stipulated in the ITT. Based on the evaluation, staff recommend that the contract for the construction of the Sans Souci watermain replacement be awarded to Drake as they satisfied all the requirements of the ITT.

Summary of Bids Received

Name	Value of Contract (excluding GST)
Drake Excavating 2016 LTD.	\$537,000

Financial Implications

Drake’s fee for the scope of work outlined in the ITT is \$537,000. Due to the uncertainty of ground conditions, staff recommend awarding a contract in the amount of up to \$667,000. This includes a 24% contingency, which could be used to address any unforeseen complications and a \$30,000 allocation for Capital Projects staff time for various tasks including, but not limited to, project management and site inspections. Any funds beyond the stipulated bid price of \$537,000 would be approved by staff as per the Delegation Policy.

This work will be funded out of the 2024 Regional Water System [370] Watermain Replacement Capital Budget, which has an annual budget of \$1,258,940.

Timeline for next steps or estimated completion date

Based on the preliminary construction schedule provided by Drake, it is expected that work will begin mid-January 2024 and be completed by end of February 2024.

Communications Strategy

This project will have the following impacts to the community:

- temporary water shut-off;
- temporary road closures; and
- disruption to traffic.

SCRD staff are finalizing a communication plan for this project. At minimum, it will include the following:

- Posting a Notice of Work on the SCRD website and social media;
- Using the SCRD Bulletin Board in the Coast Reporter newspaper to notify the community that the work is being done;
- Direct mailing notifications to residents in the immediate project area;
- Proactive outreach to local community associations to ensure they and their members can help spread the word about the work being done; and,
- Notification to Sunny Harbour Estate, the land co-operative that owns a portion of Sans Souci Road, and several properties on Sans Souci Road.

STRATEGIC PLAN AND RELATED POLICIES

This watermain replacement project reflects the objectives identified in the 2019-2023 Board Strategic Plan, including the Strategic Focus Area of *Asset Stewardship*.

CONCLUSION

In accordance with the SCRD’s Procurement Policy, ITT 2337012 was issued for the replacement of a watermain located at Sans Souci Road. One compliant bid was received.

Staff recommend awarding a contract for construction of the watermain to Drake Excavating 2016 LTD. in the amount up to \$667,000 (plus GST).

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
GM	X - R. Rosenboom	Legislative	
CAO	X - D. McKinley	Other	X- V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – November 23, 2023

AUTHOR: Allen van Velzen, Manager, Facility Services

SUBJECT: **2361306 HVAC UNIT REPLACEMENT AT GIBSONS AND AREA COMMUNITY CENTRE (GACC) - CONTRACT VALUE AMENDMENT**

RECOMMENDATIONS

- (1) THAT the report titled 2361306 HVAC Unit Replacement at Gibsons and Area Community Centre (GACC) - Contract Value Amendment be received for information;**
 - (2) AND THAT the contact value with Entity Mechanical Ltd for HVAC Unit Replacement at GACC be increased by \$19,300 to an amount of up to \$375,000 (excluding GST);**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

At the September 14, 2023 Board meeting, the following resolution was passed:

- 264/23 THAT the report titled RFP 2361306 HVAC Unit Replacement at GACC - Contract Award be received for information;
- 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);
- AND FURTHER THAT the delegated authorities be authorized to execute the contract.

The contract was issued to Entity Mechanical Ltd for signature on September 28, 2023. Upon receiving the contract, Entity Mechanical Ltd informed staff that due to the length of time between the RFP closing on June 8 and contract award on September 14 there was a cost increase for the equipment from their supplier.

The purpose of this report is to seek Board approval to increase the contract value by \$19,300 to an amount of up to \$375,000.

DISCUSSION

Request for proposal 2361306 HVAC Unit Replacement at GACC was issued on May 8, 2023 and closed June 8, 2023, the bid validity period was 90 days from the closing date. Entity Mechanical Ltd.'s request for an additional \$17,800 has been reviewed by staff and through their review staff considered the following:

- The bid validity period had expired.
- The cause of the cost increase was not within the contractor's control.
- The cost increase was relatively modest (Approximately 5.1%)
- The current volatility of the marketplace.

Due to the factors above, staff recommend amending the contract value and proceeding with award of the contract to Entity Mechanical Ltd.

Summary of Contract Value Amendment

	Value of Contract (before GST)
Original Contract	\$ 348,900
Original Contingency	\$ 6,800
Proposed Contract Amendment	\$ 17,800
Proposed Contingency Amendment	\$ 1,500
Total	\$ 375,000

It is recommended that the amended contract award be in the amount not to exceed \$375,000 which provides a \$8,300 contingency.

Financial Implications

There are no financial implications, surplus funds from completed 2023 capital renewal projects are sufficient to cover the increased contract and contingency values.

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 May 2024.

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

Based on staff's determination, through a review of the contributing factors, that Entity Mechanical Ltd.'s request for a contract value increase is reasonable and still represents the

best value offered, staff recommend that the contract award value be increased by \$19,300, that the SCRD proceed with entering into a contract agreement with Entity Mechanical Ltd. with an amended value of up to \$375,000 excluding GST, which includes a \$8,300 contingency and that the delegated authorities be authorized to execute the contract.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – November 23, 2023

AUTHOR: Brian Kennett, Chief Building Official

SUBJECT: PLACEMENT OF NOTICE ON TITLE

RECOMMENDATION(S)

- (1) **THAT the report titled Placement of Notice on Title be received for information;**
 - (2) **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 41, District Lot 3923, Plan LMP31125, PID 023-630-094, Folio 746.06165.041;**
 - (3) **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 22, Block 4, District Lot 1324, Plan VAP17661, PID 007-264-461, Folio 746.03016.152;**
 - (4) **AND FURTHER 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 1258 1653 3201, Plan VAS793, PID 003-460-011, Folio 746.01989.020.**
-

BACKGROUND

Section 57(1) of the *Community Charter* allows a Building Official to recommend that a notice be registered against the land title where a Building Official observes a condition with respect to land, building or other structure that is considered to contravene a Regional District bylaw, Provincial regulation or any other enactment that relates to the construction or safety of buildings or other structures.

This report lists properties where a building or other structure is considered to be unsafe or is unlikely to be usable for its expected purpose, or where something was constructed that required a permit(s) or an inspection(s) under a bylaw, regulation or enactment which have not been obtained or completed.

Letters have been sent advising the registered owner(s) that certain specific conditions exist regarding their property and requesting that building permits be obtained and completed in an effort to achieve voluntary compliance.

The *Community Charter* requires that the Regional District Board must pass a resolution to place a Notice on Title. The Corporate Officer has sent registered letters to all the registered owners of the properties listed in this report. The owners have been advised of the date and time of the Board meeting at which the decision whether to register a Notice on Title will be made, and that, at this meeting, they will be afforded the opportunity to speak to these issues.

DISCUSSION

The listed properties are non-compliant due to one or more of the following:

- construction has taken place without a valid permit.
- permits have expired without required inspections and/or final approval.

**1. 4276 Orca Road, Electoral Area A
Lot 41, District Lot 3923, Plan LMP31125, NWD
PID 023-630-094, Folio 746.06165.041**

The subject property is a 0.5-acre parcel situated just east of Daniel Point on the northern slope overlooking Lee Bay.

A building permit was issued on January 26, 2021, to finish the construction of a 900 sqft. deck addition originally started under a previous permit. At the time of the last inspection, the Building Official identified outstanding documentation required to be provided by the owner, including both a survey confirming location and the structural engineer's certification of the deck. The requested documentation was not received, and the permit later expired on January 26, 2023, having not been extended for an additional two years.



As per Section 16.7 of *SCRD Building Bylaw No. 687*, final authorization of a building permit shall not be issued until all aspects of the work requiring inspection have been both inspected and accepted by the Building Official. In addition, a valid building permit is required whenever work regulated under this bylaw is to be undertaken.

In order to bring the property into compliance, a building permit extension would need to be applied for and issued. Once extended, the permit could eventually be concluded if all required inspections have been completed and documentation accepted by the SCRD. The SCRD Building Division is not aware of any life safety issues and recommends notice be placed on title.

**2. 8052 Alderwood Road, Electoral Area B
Lot 22, Block 4, District Lot 1324, Plan VAP17661, NWD
PID 007-264-461, Folio 746.03016.152**

The subject property is a 0.33-acre parcel located in Halfmoon Bay at the intersection of Eastwood Road and Alderwood Road.

On December 2, 2011, a building permit was issued for the construction of a detached residential auxiliary building. Construction began shortly thereafter, and several inspections were conducted by the SCRD Building Division.

The owner later submitted a new application to revise the scope of work and convert the building under construction to a 2-storey 1360 sqft. new single-family dwelling. As a result, a new permit was issued on May 22, 2015. Several conditions were to be adhered to as part of this new

permit, including the requirement that the owner remove the existing manufactured home located on the property prior to the occupancy of the new dwelling. SCRD inspections continued, and reports identified several deficiencies to be rectified and outstanding documentation to be provided by the owner.

The permit was extended twice and eventually expired six years from the date of issuance on May 22, 2021, at which time another new permit was issued to complete the work started under the previous one. On May 22, 2023, this most recent permit expired and was not extended.

A Building Official recently attended the property and observed that the new single-family dwelling appeared complete and occupied. In addition, the pre-existing manufactured home had not been removed from the property and appeared to be occupied.



As per Section 2.2 of *SCRD Building Bylaw No. 687*, a building shall not be used or occupied unless written authorization has been given by the Building Official. In addition, a valid building permit is required whenever work regulated under this bylaw is to be undertaken.

In order to bring the property into compliance, a building permit extension would need to be applied for and issued. Prior to an extension being granted, all outstanding documentation would need to be submitted and accepted by the SCRD. To date, none of the outstanding documentation has been received. The SCRD Building Division is not aware of any life safety issues and recommends notice be placed on title.

3. 1310 Sea Ranch Shoreline, Electoral Area F
Lot 2, District Lot 1258 1653 3201, Plan VAS793, NWD
PID 003-460-011, Folio 746.01989.020

The subject property is a 0.34-acre parcel located on Gambier Island, along the eastern shoreline and near the head of East Bay.

On April 23, 2021, a building permit was issued to complete the construction of an 841 sqft. single-family dwelling started under a previous permit. The original permit was applied for and issued to the former owner of the property. The scope of the work was later revised by the current owner and included in the new permit.



After conducting an inspection on December 3, 2021, the Building Official noted that framing of the building was in progress, but the construction was at variance from the approved drawings. The owner was directed to submit revised documentation accordingly. The permit eventually expired on April 23, 2023, without the Building Division having received the requested documentation.

In accordance with Section 2.4 of *SCRD Building Bylaw No. 687*, no person shall do any work that is substantially at variance with the accepted design of a building unless that variance has been accepted in writing by a Building Official. In addition, a valid building permit is required

whenever work regulated under this bylaw is to be undertaken.

In order to bring the property into compliance, a building permit extension would need to be applied for and issued. Prior to an extension being granted, all outstanding documentation detailing all deviations would need to be submitted and accepted by both the SCRD and Islands Trust. To date, none of the outstanding documentation has been received. The SCRD Building Division is not aware of any life safety issues and recommends notice be placed on title.

STRATEGIC PLAN AND RELATED POLICIES

N/A

CONCLUSION

Section 57(1) of the *Community Charter* allows for a notice to be registered against the land title where a Building Official considers a condition with respect to land, building or other structure contravenes a Regional District bylaw, Provincial regulation, or any other enactment. Information on record with the Building Division, as summarized above, shows that these properties are in contravention. Staff recommend that notice be registered on Title at the Land Title Office against the above noted properties.

Reviewed by:			
GM	X – I. Hall	Legislative	X – J. Hill
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT REPORT

TO: Regular Board Meeting – November 23, 2023

AUTHOR: Leonard Lee, SCRD Board Chair

SUBJECT: 2023-2027 SCRD STRATEGIC PLAN UPDATE

RECOMMENDATION(S)

(1) THAT the report titled 2023-2027 SCRD Strategic Plan Update be received for information.

BACKGROUND

During each term, a Strategic Plan is developed which reflects the collective vision of the of the Sunshine Coast Regional District (SCRD) Board of Directors. The Plan guides the SCRD's decisions and allocation of resources. The Strategic Plan will be implemented through annual budgets, departmental work plans, and daily practice.

The purpose of this report is to provide an update and preliminary information on the SCRD's 2023-2027 Strategic Plan.

DISCUSSION

In preparing the Plan, the Board met with a wide range of employees from across the SCRD to take an "environment scan" and learn about our organization's challenges. The process to develop the Plan has taken several months and the Board's goal is to focus on the very highest priorities over the next four years.

The Board has identified two service delivery focus areas and four lenses for the 2023-2027 period.

The two Service Delivery Focus Areas are mission-critical challenges that need to be urgently prioritized for the health and safety of our Sunshine Coast communities.

The four lenses provide a framework for how we should approach all SCRD services, initiatives, and projects, in order to meet the economic, social, and environmental challenges of the day.

<p>Service Delivery Focus Areas clarify our strategic and operational priorities.</p>	<p>Lenses provide a framework for how we should approach all SCRD services, initiatives, and projects.</p>
<ul style="list-style-type: none"> ● Water Stewardship ● Solid Waste Solutions 	<ul style="list-style-type: none"> ● Service Delivery Excellence ● Climate Resilience & Environment ● Social Equity & Reconciliation ● Governance Excellence

Timeline for next steps or estimated completion date

The completed version of the 2023-2027 SCRD Strategic Plan is scheduled to be released after the December 14, 2023, Regular Board Meeting.

Communications Strategy

The final, professionally designed Strategic Plan document will be released to the community after the December 14 Board Meeting. The plan will be posted to the SCRD's website and Facebook Page. It will also be distributed to local media and community groups along with a news release.

The plan has already been presented internally by the SCRD Board to the management team at the SCRD. In the week prior to the public release of the document, the Board and members of the Senior Leadership Team will host meetings with staff to ensure they are informed about the strategic plan and associated goals.

CONCLUSION

The SCRD's 2023-2027 Strategic Plan, developed through extensive consultation, prioritizes mission-critical challenges in service delivery and outlines a comprehensive framework with four key lenses. This plan, to be released after the December 14, 2023, Regular Board Meeting, aims to enhance community health and safety while promoting sustainability and resilience. Communication strategies include online and offline dissemination, ensuring staff awareness and engagement. The SCRD is committed to a better future for the Sunshine Coast.

Reviewed by:			
Manager		Finance	
GM		Legislative	
CAO	X – D. McKinley	Other	

From: Mary Caros <executivedirector@resourcecentre.ca>

Sent: Monday, November 6, 2023 1:30 PM

Subject: Letter of Support for ICET grant

Dear SCRD Board,

[The Sunshine Coast Resource Centre \(SCRC\)](#) is submitting a grant application to the [Community Passenger Transportation Fund](#), a one-time collaborative Fund that addresses transportation challenges faced by residents and visitors across the [Island Coastal Economic Trust service region](#).

The project we are applying for is the "Seniors Transportation Assessment and Action Plan." The project is the goal of the Seniors Transportation Working Group (TWG), a working group of the Sunshine Coast Seniors Planning Table, coordinated by the SCRC. The mandate of the TWG is to advance the development of strategic local recommendations for seniors transportation into the Official Community Plans in Sechelt, Gibsons, and the SCRD.

The project will work collaboratively to coordinate research, consultation, and community engagement to formulate a data-driven, pro-active transportation assessment and action plan for 2024 that outlines practical seniors transportation strategies for the Sunshine Coast based on local input, needs, and resources. The recommendations will be presented to local governments for age-friendly community planning in Sechelt, SCRD, and Gibsons Official Community Plans (OCPs).

As part of our application, we are strongly encouraged to include a letter of support from local government. The letter must be dated and must directly reference the project and its value to the community (namely, fostering the collaboration and connection of local Sunshine Coast transportation entities & actors; increasing the data and research portfolio of relevant Sunshine Coast transportation activities and needs, particularly as they relate to seniors; and supporting the development of community-informed, age-friendly transportation planning). The SCRC is hoping that the SCRD could provide such a letter.

Applications are open until Nov 15, 2023, so a timely response is much appreciated. I am happy to represent the project and/or discuss further at your upcoming meeting this Thursday, Nov 9. Please let me know if you require any additional information.

As always, we are most grateful for your ongoing support of the Seniors Planning Table and the Sunshine Coast Resource Centre.

Kind regards,

Mary.

--

Mary Caros

Interim Executive Director / Seniors Planning Manager executivedirector@resourcecentre.ca

We acknowledge that the land on which The Sunshine Coast Resource Centre operates is the traditional, ancestral, and unceded territories of the Sechelt (shíshálh) and Squamish (skwxwú7mesh) peoples. We acknowledge the history of these lands and are grateful to be able to work and live here.