



## COMMITTEE OF THE WHOLE

Thursday, October 26, 2023

TO BE HELD

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

### AGENDA

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**CALL TO ORDER**      9:30 a.m.

#### AGENDA

1. Adoption of Agenda Pages 1-2

#### PRESENTATIONS AND DELEGATIONS

2. Soren Poschmann, Lead, Hydrogeology, ISL Engineering and Land Services
- i) Presentation: Eastbourne Groundwater Investigation Preliminary Results Annex A  
pp. 3-15
  - ii) Staff Report: Eastbourne Groundwater Development Project Well Testing Results and Next Steps Annex B  
pp. 16-20  
*Capital Projects Engineer and Manager, Capital Projects*  
**(Voting – All Directors)**

#### REPORTS

3. Hopkins Landing Waterworks District Feasibility Service Area Annex C  
pp. 21-27  
*Assistant Manager, Utility Engineering*  
**(Voting – All Directors)**
4. Eastlink Contract Renewal Annex D  
pp. 28-30  
*Manager, Information Technology and GIS*  
**(Voting – All Directors)**
5. Contracts Between \$50,000 and \$100,000 (July-September) Annex E  
pp. 31-32  
*Manager, Purchasing and Risk Management*  
**(Voting – All Directors)**
6. Directors' Constituency Expenses (July -September) Annex F  
pp. 33-34  
*Accounts Payable Technician*  
**(Voting – All Directors)**

## **COMMUNICATIONS**

### **NEW BUSINESS**

#### **IN CAMERA**

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.”

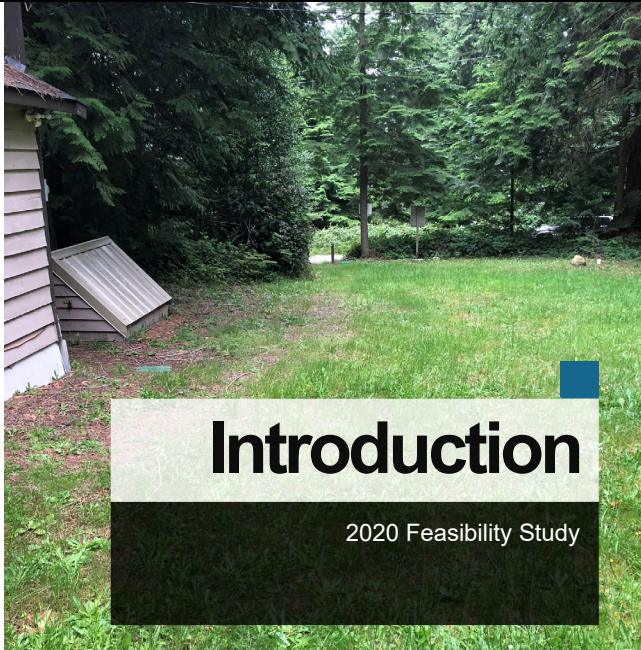
#### **ADJOURNMENT**




1


The Eastbourne water system was found to be strained and at risk of not being able to meet the water demands

- The system currently uses three shallow and one deep well
- It nearly fully relies on rainfall
- It struggles to meet demand, especially in the summer, and has been in Stage 4 water restrictions for much of the summer of 2023



**Introduction**  
2020 Feasibility Study

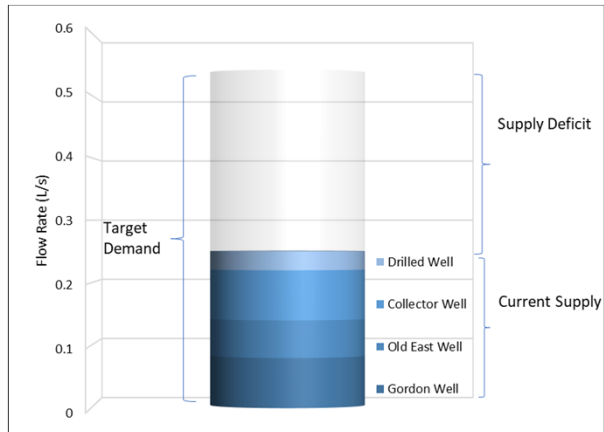


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## Supply Deficit

How Much is Water Available and What is Needed



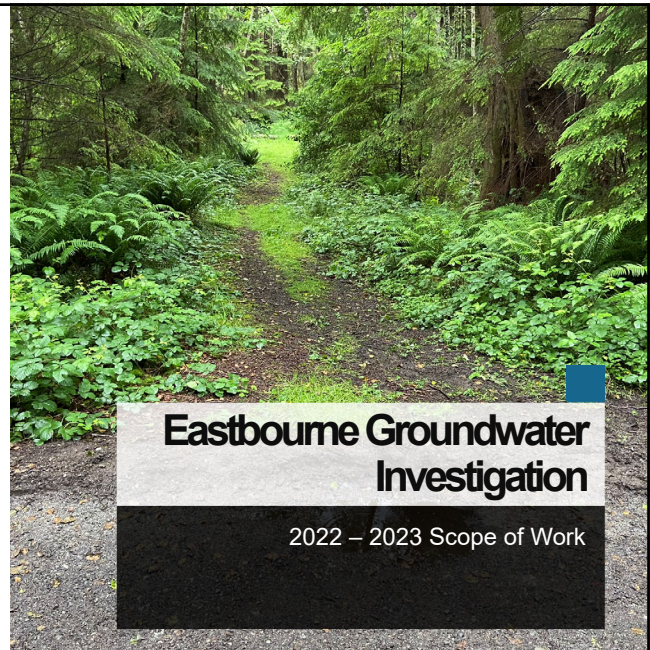
- Average day demand (ADD) based on five years of data is 0.23 L/s.
- Maximum day demand (MDD) generally about 0.45 L/s.
- When adding build-out of empty lots, maximum demand is equal to 0.54 L/s which was determined to be a realistic and attainable target demand.
- Current available supply from the existing wells is 0.24 L/s.
- This leads to a supply deficit of 0.30 L/s.
- Drilling at three exploratory sites and looking into adding storage totes were the recommendations



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- Hydrogeological program:
  - Permitting (archaeological, First Nations, MoTI, Islands Trust)
  - Upgrading site access with temporary measures
  - Installing and conducting pumping tests at three test wells
  - Calculating long-term sustainable yields
  - Holding a public information session on February 6, 2023
- Conceptual engineering:
  - Watermain connections locations, pumps, and electrical works
  - Reviewing the water treatment plant capacity and potential upgrades
  - Evaluating future water storage options
  - Developing a cost estimate and project phasing options



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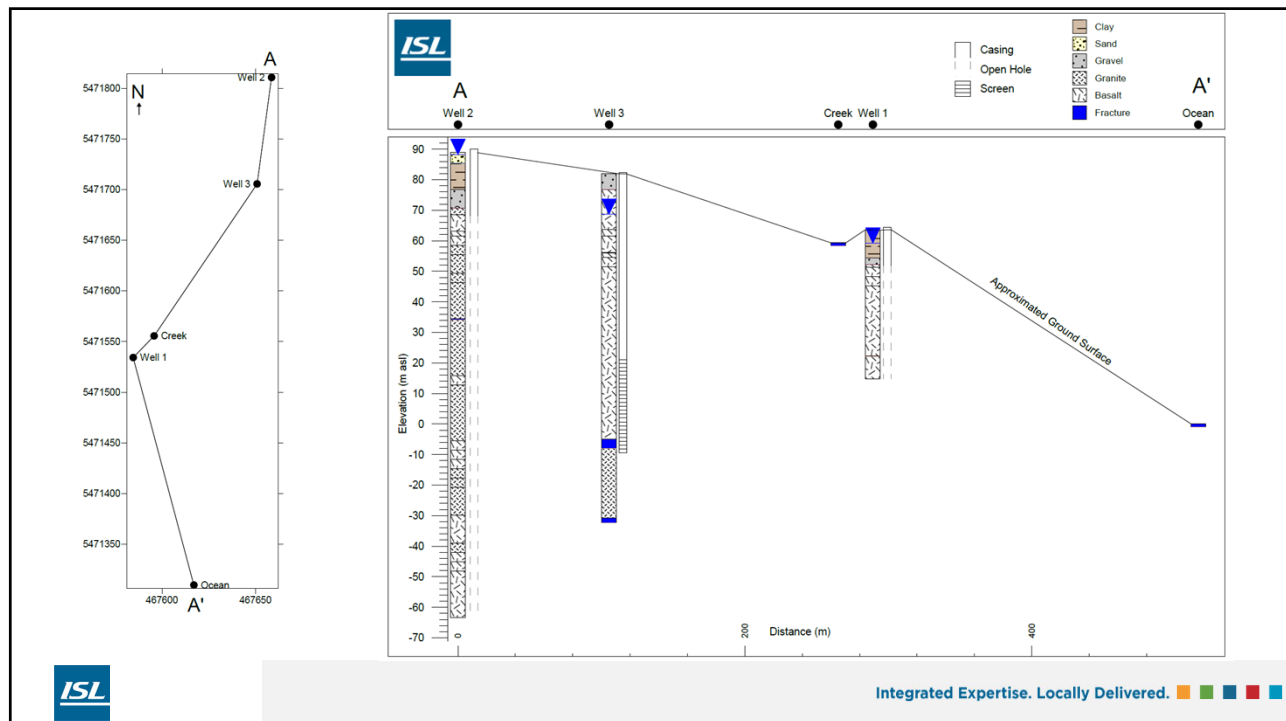
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- Test wells were drilled in November and December 2022
- Reached depths of 49 to 152 m below ground surface into bedrock
- Pumping tests were conducted in December 2022 and January 2023 to determine the viability of the wells



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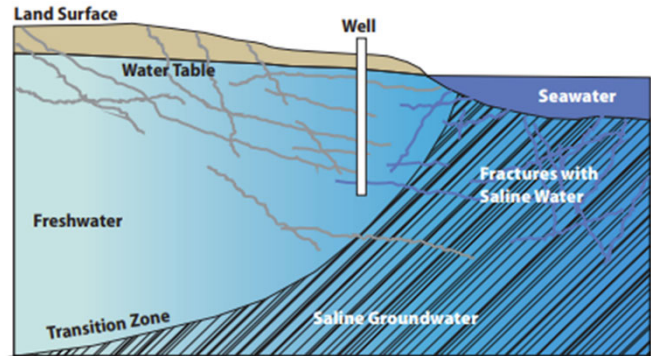
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## Surrounding Wells, Saltwater Intrusion, Surface Water/Drought Impacts



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## Long-Term Sustainable Yields and Groundwater Chemistry

Well	Estimated Sustainable Yield (L/s)
Well 1	0.20
Well 2	0.11
Well 3	0.12

- Exceedances of drinking water guidelines for:
  - Fluoride
  - Total coliforms
  - Antimony
  - Arsenic
  - Manganese
  - Iron (aesthetic objective)
  - Phosphorus (aesthetic objective)



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- Three wells combined can produce 0.43 L/s
- Groundwater quality is similar to the existing deeper well but has some constituents needing treatment upgrades
- Impacts to other users is predicted to be low and Bonner Creek is not expected to be impacted
- The aquifer is less susceptible to drought than shallower aquifers



## Hydrogeological Program Summary



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- Proceeded with conceptual engineering design of:
  - Watermain connections
  - Well infrastructure (pumps and electrical)
  - Water treatment plant capacity and upgrades needed
  - Water storage options
- Completed Class C cost estimates for construction



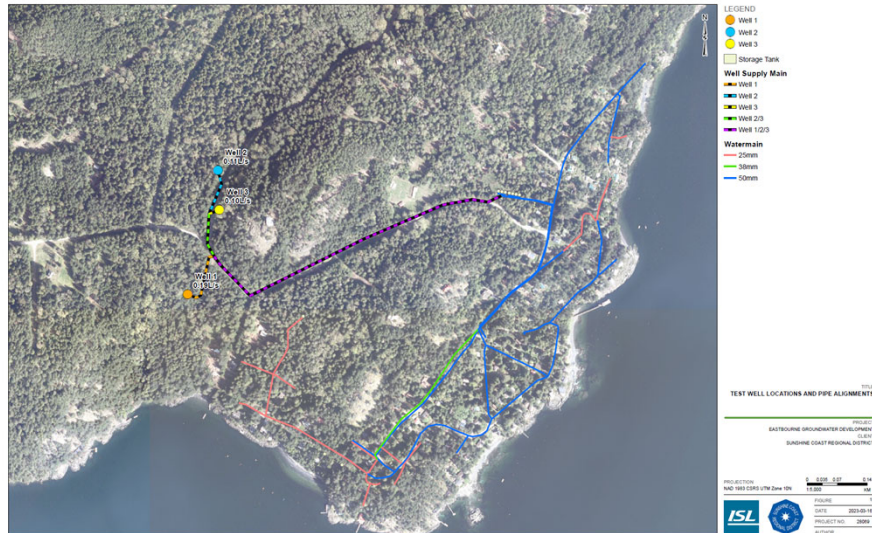
## Conceptual Engineering



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## Conceptual Watermain Locations



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## Well Infrastructure



- Pumps will be connected to the watermain underground
- Other needed valves and meters will be installed in a handhole at surface near the well, limiting the aboveground infrastructure
- Wells will pump water to the treatment plant when called for based on raw water reservoir levels, with the ability to work with the existing wells
- Pumps will be connected to the existing BC Hydro on Keats Rd.



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## Water Treatment Plant Capacity Review and Upgrades



- The existing system can handle treatment of the existing water sources
- Re-sampling was conducted in June to confirm the chemistry of the new wells
- The new wells will require upgraded treatment for antimony, arsenic, phosphorous and fluoride
- The existing arsenic treatment does not have capacity for more water and there is no existing treatment for antimony or fluoride
- The existing treatment for coliforms, iron, and manganese is sufficient



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## Water Treatment Plant Capacity Review and Upgrades



- Multiple treatment options were developed:
- Blending of water sources
  - Not recommended as the sole option as there is not enough water from non-bedrock sources to blend
- Pre-filtration and ion exchange
  - Same as the existing arsenic treatment, but adding capacity and fluoride treatment
  - Antimony treatment effectiveness using this is unknown
- Reverse osmosis
  - Can treat all the parameters of concern
  - Requires 25% more water from the sources, meaning there is 25% less supply for residents
  - Adds a waste stream to the treatment plant that would likely require off-island disposal



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## Water Storage Options



- Recommended to add two to three 7,500 L totes like the existing ones to be able to store more water during times of precipitation
- The system currently does not have redundancy, added storage helps



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- Watermains will be buried within MoTI rights-of-way
- Above-ground infrastructure is limited around the wells
- The water treatment plant requires upgrades to treat metals in the groundwater from the new wells
- Additional storage totes are recommended



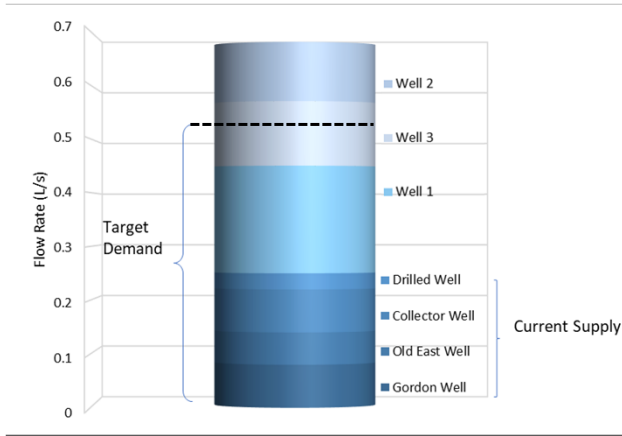
**Conceptual  
Engineering Summary**



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## Supply Deficit



- Adding Well 1 only would increase the available water by 80%
- Adding Well 1 and Well 3 would exceed the target demand
- Adding all three wells would provide system redundancy and a closer level of service to other SCRCD water systems

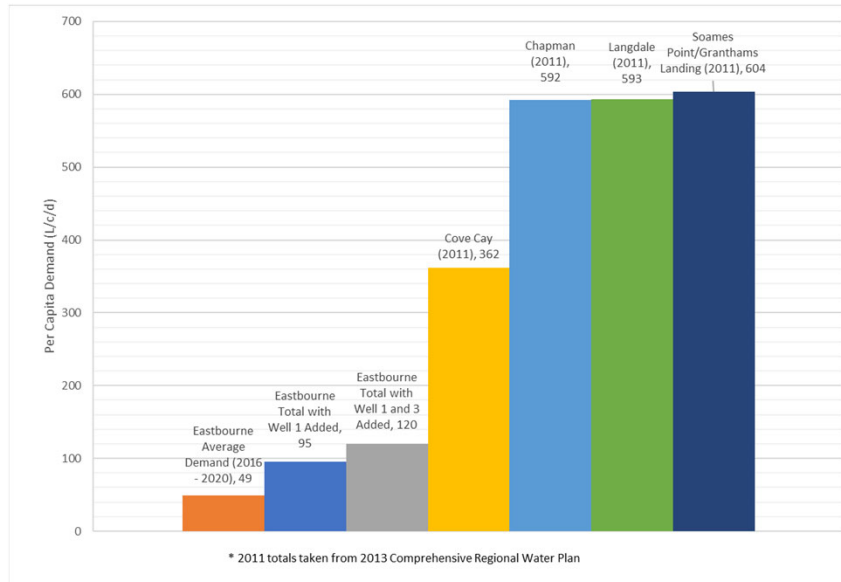


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## Supply Comparisons

Even adding Wells 1 and 3 to the System, Eastbourne water demand/availability still falls far below other SCRCD service areas



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## Class C Cost Estimates: Well 1 Added to System

Item	Cost Estimate
Watermain Connections and Well Infrastructure (Well 1 Only)	\$484,000
Electrical (Well 1 Only)	\$189,625
Water Treatment Upgrades - Pre-Filtration and Ion Exchange	\$200,000
Subtotal	\$773,625
Contingency (30%)	\$262,088
Engineering, Licensing, Project Management, and Permitting (20%)	\$174,725
<b>TOTAL (Rounded to Nearest \$100k)</b>	<b>\$1,300,000</b>

- The cost estimates do not include:
  - New buildings or structures required at the wellhead or WTP
  - Backup generator
- Costs include 20 m<sup>3</sup> of additional storage totes
- Given the inconsistent groundwater chemistry from the new wells, costs could be reduced for treatment if parameters stabilize closer to that of the existing deep well



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## Class C Cost Estimates: Wells 1 and 3 Added to System

Item	Cost Estimate
Watermain Connections and Well Infrastructure (Wells 1 and 3 Only)	\$607,000
Electrical (Wells 1 and 3 Only)	\$220,000
Water Treatment Upgrades - Pre-Filtration and Ion Exchange	\$200,000
Subtotal	\$1,027,000
Contingency (30%)	\$308,100
Engineering, Licensing, Project Management, and Permitting (20%)	\$205,400
<b>TOTAL (Rounded to Nearest \$100k)</b>	<b>\$1,500,000</b>

- The cost estimates do not include:
  - New buildings or structures required at the wellhead or WTP
  - Backup generator
- Costs include 20 m<sup>3</sup> of additional storage totes



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## Class C Cost Estimates: All Wells Added to System

Item	Cost Estimate
Watermain Connections and Well Infrastructure	\$787,000
Electrical	\$240,000
Water Treatment Upgrades - Pre-Filtration and Ion Exchange	\$200,000
Subtotal	\$1,227,000
Contingency (30%)	\$368,100
Engineering, Licensing, Project Management, and Permitting (20%)	\$245,400
<b>TOTAL (Rounded to Nearest \$100k)</b>	<b>\$1,800,000</b>

- The cost estimates do not include:
  - New buildings or structures required at the wellhead or WTP
  - Backup generator
- Costs include 20 m<sup>3</sup> of additional storage totes



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## Cost Estimate Summary

- Adding the wells to the system (assuming it is all done at once) is estimated to cost:
  - Well 1 only: \$1.3M
  - Wells 1 and 3: \$1.5M
  - Wells 1, 2, and 3: \$1.8M
- Watermains are designed such that wells can be added later if needed
- Costs add wells later would likely be higher than the incremental increases to add more wells now



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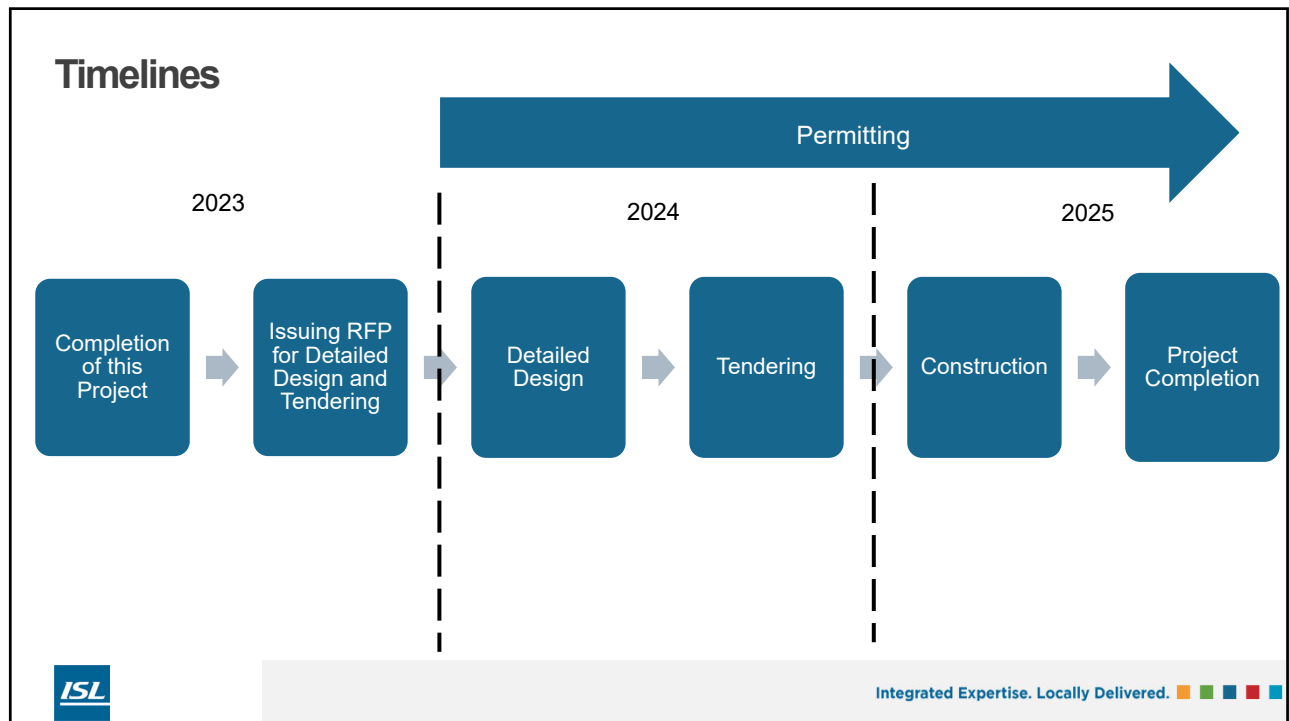
A complex permitting process will be required prior to any construction:

- **First Nations**
  - Consultation and ongoing work with Musqueam Nation, Skwxwú7mesh Nation and Tseil-Waututh Nation.
- **Provincial**
  - MoTI – easements and highway use permits
  - Forests – groundwater licensing and archaeological permits
  - Environmental permitting
  - May require EFN studies for Bonner Creek
- **Islands Trust and SCRDP Planning and Parks**
  - Zoning and approvals
- **VCH**
  - Drinking water system operating permit amendments
- **Fisheries and Oceans Canada**
  - May also require studies for Bonner Creek



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- Proceed with detailed design to connect at least Wells 1 and 3 to the treatment plant, add storage, and upgrade the treatment plant
- Connecting the wells would increase the system redundancy, provide Eastbourne residents with more water and reduce the reliance on precipitation
- A pilot study for antimony treatment is recommended, and ensuring existing operators can continue operating the plant
- Consider monitoring Bonner Creek levels as soon as feasible to get seasonal data



## Recommendations



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## Questions?



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## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – October 26, 2023

**AUTHOR:** Stephen Misiurak, Manager, Capital Projects

**SUBJECT:** EASTBOURNE GROUNDWATER DEVELOPMENT PROJECT WELL TESTING RESULTS AND NEXT STEPS

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### RECOMMENDATION(S)

- (1) THAT the report titled Eastbourne Groundwater Development Project Well Testing Results and Next Steps be received for information;**
  - (2) 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.**
- 

### BACKGROUND:

The Eastbourne Water system (the system) on the eastern portion of Keats Island serves approximately 170 properties and consists of four wells: one drilled and three shallow dug wells. The shallow wells usually run dry in the summer months as they are dependent on precipitation, while the yield of the drilled well is slowly decreasing over time. Combined, these wells can meet demand for this small water system in the winter months. However, the system is generally at Stage 4 Water Conservation Regulations throughout the summer, and the water supply is rationed. There is currently no redundancy in water supply sources in case the only well that is producing during a drought situation (the drilled well) ran dry or had to be taken offline due to unforeseen circumstances, including emergency situations.

During Stage 4 the current maximum daily supply to the community is 20.74 cubic meters (m<sup>3</sup>) per day. This is about 8% of the average water use in other Sunshine Coast Regional District (SCRD) water systems. Under these circumstances the supply is rationed, different zones receive water on different days to individual storage tanks at residences. This water is stored in tanks on residents' property for use during the days they are disconnected from the water system. Given these circumstances the actual water demand during Stage 4 conditions is most likely higher than the current maximum supply.

In 2020, the SCRD initiated a desktop study to review the existing water supply and usage to determine the current water supply deficit for the system and make recommendations on how to address this deficit. It was determined that the current source supply wells and distribution system is insufficient to satisfy the current and future water supply demands. The water supply deficit for the system is 25.92m<sup>3</sup>/day. This is based on a target demand of 46.66m<sup>3</sup>/day, which guarantees the water supply to the residents 365 days per year. The maximum water use by the residents would remain at about 20% of the average use in other SCRD water systems.

The desktop study recommended that additional steps be undertaken to find additional and supplementary water sources for the system to eliminate the supply deficit and reduce the



reliance on precipitation. The development of additional wells would also create redundancy in the water sources to deal with the impacts of unforeseen circumstances on the existing water supply sources. Three potential exploratory drilling well sites were identified for consideration in the Eastbourne area.

The results of the desktop study were presented to the Infrastructure Services Committee (ISC), at the October 15, 2020 meeting. A 2021 budget proposal of \$1,200,000 was approved for the drilling, and development (including design, permitting, construction, and commissioning) of two test wells and auxiliary infrastructure for the Eastbourne Water System. This project is funded \$447,000 from Regional Water Capital Reserves and \$753,000 from Area F Community Works Funds.

In late 2021, a Request for Proposal (RFP) for the above-mentioned services was issued and a contract was awarded to ISL Engineering and Land Services Ltd. (ISL) in April 2022. The contracts scope of work included drilling three new test wells in the areas identified in the Phase 1 desktop study, completion of conceptual design engineering, completion of preliminary construction cost estimates, initiation of permitting, and focus on assessing the possibilities to improve the water supply and redundancy for the System.

The purpose of this report is to present to the Committee the results of ISL's work completed to date, and to request Board direction on proceeding with next steps in the further development of the water system improvements for the Eastbourne Water System.

#### **DISCUSSION:**

Summarized below are the major work project activities completed to date:

- Three test wells were drilled in late 2022 and a constant 72-hour flow test of the test wells was completed in early 2023. The results of the long-term pump testing of the three test wells combined yielded long-term sustainability of 37.15m<sup>3</sup>/day.
  - A series of tests, used to:
    - determine the sustainable yield.
    - impact on proximal wells and other water sources.
    - assess recharge rate.
    - review permeability and boundary conditions.
- Initiation of relevant permitting processing, including the public notification with the Island's Trust Community and outreach to the three First Nations.
- Initiation of public outreach, including the completion of two community outreach meetings.
- Completion of conceptual design for all three well sites.
- Completion of preliminary construction cost estimates for all three well sites.

The results of the continuous 72-hour draw down pump testing of the three wells are provided below:

- Preliminary water quality testing from the three test wells indicates that the raw water exceeds the Guidelines for Canadian Drinking Water Quality standards for fluoride, total coliforms, antimony, arsenic, manganese, iron, and phosphorous.
- Impacts to surrounding groundwater and surface water users are predicted to be minimal.

- Impacts to nearby Bonner Creek from pumping are not expected and will be confirmed by further monitoring.
- Risks of salt water intrusion are low.
- The aquifer (Aquifer No. 548) where the proposed wells are located is less susceptible to drought than shallower aquifer (Aquifer No. 547).
  - Existing wells are in Aquifer No. 547.
  - The report notes minimal risk of proposed new wells affecting any of the existing wells including the deep well.

The regulatory process will include:

- Consultation with Musqueam Nation, Skwxwú7mesh Nation, and Tsleil-Waututh Nation, among others.
- New water license(s) from the Ministry of Forests.
- An approval from Islands Trust (for Well 1 only).
- Authorization from the Ministry of Transportation and Infrastructure (MOTI), for the construction of works in their Right-of-Ways.
- Water Supply System Construction Permit from Vancouver Coastal Health
- Archaeology Permits are also required for inground works to comply with BC Heritage Conservation Act (HCA).

*Analysis and Options for Consideration*

ISL, as part of its work completed in 2023, analyzed the different options available for consideration for addressing the water supply deficit. The following cost table provides a summary of the three options available for construction:

<b>Options</b>	<b>Additional Supply</b>	<b>Estimated Cost</b>	<b>Additional Cubic meters/day (m<sup>3</sup>)</b>	<b>Cost Per Cubic Meter</b>
1) Construct Well 1 and Infrastructure	0.2 l/s	\$1,300,000	17.78	\$75,231
2) Construct Well 1 + Well 3 and Infrastructure	0.32 l/s	\$1,500,000	26.78	\$56,011
3) Construct Well 1 + Well 2 + Well 3 and Infrastructure	0.43 l/s	\$1,800,000	37.15	\$48,452

Based on the conceptual design and cost estimates, all three options exceed the 2023 approved budget for the design and construction of any water supply infrastructure of \$1,200,000.

Option 1 would not fully address the water supply deficit of 0.3 l/s as determined in the 2020 study; however, it would provide a very substantial amount of redundancy to the current water supply sources. The estimated cost exceeds the currently available budget by \$100,000.

Option 2 would in addition to providing redundancy to the current water supply source during drought situations, also fully address the water supply deficit of 0.3 l/s. While the design and

construction budget is estimated to have a shortfall of \$300,000, this option would be substantially more cost-efficient compared to Option 1.

Option 3 would exceed the determined water supply deficit, would be the most cost-efficient, and would result in an estimated design and construction phase shortfall of \$600,000.

In evaluation of the three above options, staff is concluding Option 1 is anticipated to be completed with only a minor budget increase and still provide a substantial benefit to the community, while Option 2 would fully address the water supply deficit and would satisfy the system redundancy should one of the wells go out of service inadvertently.

Therefore, staff recommends proceeding with Option 2 to complete the detailed design and development of Wells 1 and 3, and associated infrastructure, including the preparation of an RFP for final design, completion of permitting, and preparation of tender ready documents. If the updated cost-estimate prepared is based on a more detailed design, Option 2 would substantially exceed the current estimated \$1,500,000 and staff will seek Board direction on whether to proceed with Option 2 or the project scope should be adjusted to only the development of Well 1 (Option 1).

#### **COMMUNICATION**

On October 5, 2020, ISL and SCR D staff provided a project summary presentation of the Phase 1 Desktop Study results to the Water Supply Advisory Committee (WASAC). On February 7, 2023, a further public presentation was provided to the community including attendance by the Islands Trust Advisory Committee members. July 27, 2023, a presentation was made to the Committee of the Whole outlining the existing situation and the results of the initial study by ISL and three test wells.

One of the frequently raised concerns was the impact that this project would have on the utility rates for the residents. Given that this project is funded by Community Works Funds and Capital Reserves for the Regional Water Service, proceeding with this project would have no direct impact on the future utility rates for the users of this system. These rates are set based on the current and future operational and capital need for all the water systems combined within the Regional Water Service, including the significantly larger Chapman Water System.

Staff will continue to provide communication and updates to the community on the progress of this project via the WASAC through the SCR D website “Let Talk Water” portal.

#### *Financial Implications*

The following table presents a summary of the project’s costs to date and the budget available for the Eastbourne Groundwater Supply Expansion Project:

Budget Allocated	\$1,550,000
Expenses to Date	\$315,750
Miscellaneous project expenses	\$34,250
Budget Available for Final Design and Construction	\$1,200,000

Proceeding with the final design, engineering, permitting, water licensing, and final design of Wells 1 and 3 is expected to cost \$380,000 to be funded from the \$1,200,000 remaining budget.

Based on the detailed design and associated cost-estimates for Option 2, staff will present a Budget Proposal for the Boards consideration as part of the 2025 Budget process. If the updated cost-estimate would substantially exceed the current estimated \$1,500,000, staff will seek further Board direction in Q3 2024 for approval of 2025 budget.

*Timeline and Next Steps*

The following is a summary of the next steps and project timelines.

Remainder of 2023, 2024 and 2025:

- Issue an RFP for the final design, permitting, and water licensing for the two wells, and issuance of tender ready construction documents in 2024.
- Proceed with the completion of the design and permitting of:
  - Final watermain design
  - Pumps and electrical requirements
  - Water treatment plant capacity and potential upgrades
  - Water storage capacity increase
- Complete Class B or better construction cost estimates.
- Undertake recommended additional testing to ensure treatment upgrades are designed efficiently.
- Award construction after the formal Board 2024 Budget adoption followed by construction mid to late 2025 and commissioning completion in late 2025.

**STRATEGIC PLAN AND RELATED POLICIES**

The Eastbourne Groundwater Development Project aligns with the SCRD Board's 2019-2023 Strategic Plan to ensure year-round water availability now and in the future.

**CONCLUSION**

The Eastbourne Groundwater Development Project findings indicate a sustainable water supply solution. Completion of this project will be a benefit to the community as it will provide year-round water availability to the Eastbourne residents now and in the future and will eliminate the current drought water restrictions (rationing) currently experienced by the residents of Eastbourne.

Staff recommend proceeding with Option 2; an RFP for the final engineering design, environmental permitting, water licensing, Environmental Flow Needs monitoring, and tendering and construction of Wells 1 and 3 and related improvements.

Reviewed by:			
Manager		CFO / Finance	X – B. Wing
GM	X – R. Rosenboom	Legislative	
CAO	X – D. McKinley	Other	

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – October 26, 2023

**AUTHOR:** Matt O'Rourke, Assistant Manager, Utility Engineering  
Bobby Rebner, Utilities Business Coordinator

**SUBJECT:** HOPKINS LANDING WATERWORKS DISTRICT FEASIBILITY SERVICE AREA

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### RECOMMENDATION

- 1) **THAT the report titled Hopkins Landing Waterworks District Feasibility Service Area be received for information;**
  - 2) **AND THAT the Hopkins Landing Waterworks District (HLWD) be considered a 'feasibility service area' for the purposes of completing a conversion feasibility study;**
  - 3) **AND THAT the Sunshine Coast Regional District (SCRD) accept the Infrastructure Planning Grant Program (IPGP) grant for the Hopkins Landing Waterworks District Conversion Feasibility Study for \$10,000;**
  - 4) **AND THAT the Hopkins Landing Waterworks District 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 Hopkins Landing Waterworks District;**
  - 5) **AND FURTHER THAT the 2023-2027 Financial Plan be amended accordingly.**
- 

### BACKGROUND

On February 24, 2023, the Sunshine Coast Regional District (SCRD) received a letter from the Chairman of the Hopkins Landing Waterworks District (HLWD) requesting that the SCRD take over the ownership, operation, and management of their water system through a process called a "Conversion," which is specific to Improvement Districts.

On May 11, 2023, a report was presented to the SCRD Board outlining the background of the HLWD and recommending that a grant application be submitted on behalf of the SCRD for a condition assessment and feasibility study of the HLWD water system. The report also recommended that a letter be sent to HLWD seeking a Letter of Support for the application and confirmation of funding support for the non-grant costs associated with the work required. The report was accepted by the Board, the grant application was submitted, and Letter of Support sought from the HLWD.

The purpose of this report is to seek Board approval to include this project under feasibility service Electoral Area F [155], accept the IPGP award, and incorporate this project into the 2023-2027 Financial Plan.

## **DISCUSSION**

On June 21, 2023, the SCRD received a Letter of Support from the HLWD for the grant and confirmation they will fund all works required to process their request to join the SCRD's water system (Attachment A). Prior to undertaking the condition assessment and feasibility study, as well as any steps related to the potential conversion of the Improvement District, a deposit must be received by the SCRD from the HLWD.

On September 27, 2023, the Ministry of Municipal Affairs issued a letter of approval for the grant of \$10,000 to fund the HLWD Conversion Feasibility Study (Attachment B).

The assessment process to incorporate the HLWD will involve both an external engineering feasibility study, as well as internal engineering and administrative staff time throughout the review process.

The assessment process to incorporate the HLWD can be divided into two phases: Infrastructure Assessment and Takeover Review.

### Infrastructure Assessment Phase

The infrastructure assessment phase will include the issuance of a Request for Proposal for engineering support with the condition assessment of existing infrastructure and provide comments on the feasibility of integrating the HLWD into the SCRD's Regional Water Service Area (RWSA) or alternate options. Essential to this review will be the production of a value risk assessment complete with cost estimates to upgrade the aging system to meet SCRD's requirements. Staff will review the results of this investigative study and provide options and recommendations to the Board regarding next steps, including providing all relevant documentation produced by the external consultant.

### Takeover Review Phase

If the HLWD is to be considered for conversion and the Board decides to proceed with the takeover review and conversion process, then additional staff time will be required to properly assess and outline to the Board the implications of the takeover and to follow Provincial conversion requirements including, but not limited to, the following:

- Conditions of the HLWD infrastructure including addressing any existing deficiencies, mandatory upgrades required, age of the system, etc.
- Impact of the takeover on the RWSA operational resources, costs and staff capacity.
- Asset management planning implications and associated funding requirements in the short and long-term.
- Local community engagement; the Province's policy principles require that the conversion process be locally directed and provide information as well as consider the opinions and interests of local residents.
- Detailed financial review of the conversion implications including discussion of any outstanding debt and/or reserves held by the HLWD, cost recovery analyses (i.e. user/parcel tax rate determination), compensation related to infrastructure deficiencies, etc.

Final steps of this phase, if the Board chooses to proceed to this point, will culminate with a Cabinet order that revokes the incorporation of the HLWD Improvement District and transfers responsibility for the administration and operation of its services to the SCRD, along with any assets, liabilities, etc.

### Feasibility Service Area

According to the Local Government Act (LGA), all costs incurred by a Regional District in relation to a service, including the costs of administration attributable to the service must be borne by the service area participants. Since the HLWD is not currently included within the RWSA, certain parameters must be followed by the SCRD to ensure that the costs for this work are separated and funded by external sources (i.e., HLWD).

For the purposes of meeting this requirement of the LGA, a feasibility service area, Electoral Area F [155] has been established and it is recommended that this project and associated budget and expenditures be included within this service area. The Financial Plan for will need to be amended with the budgeted values identified below for 2023 accordingly.

### *Financial Implications*

The initial phase of this project will be a feasibility and condition assessment study to be conducted by a contracted engineering consulting firm. Estimates for this work range from \$10,000 to \$15,000.

The infrastructure assessment and takeover review phases discussed above have an estimated cost of \$25,000 which will include all staff labour and any additional external expenditures such as legal advice, further engineering review, etc.

The total estimated project budget for this work is \$40,000 and the SCRD has already received conditional approval of \$10,000 under the Infrastructure Planning and Grant Program (IPGP) and a Letter of Support from the HLWD of up to \$30,000 to fund the works.

### *Timeline for Next Steps*

Following Board approval, the grant agreement will be signed by the delegated authorities and sent to the province formally accepting the grant as well as agreeing to the Terms and Conditions.

Staff will work with HLWD to obtain an initial deposit amount of \$30,000 to fund the portion of the project costs that would not be covered by the approved grant.

In conjunction with the purchasing department, an RFP for engineering support with the condition assessment of existing infrastructure will be issued. A feasibility and condition assessment of the HLWD is expected to take place in Q1 of 2024, only following receipt of deposit from the HLWD for the work.

Finally, a report will be presented to the SCRD Board in Q4-Q1 2023-2024 providing information from the feasibility and condition assessment report as well as options and recommendations regarding the takeover/conversion of the HLWD by the SCRD.

## **STRATEGIC PLAN AND RELATED POLICIES**

N/A

**CONCLUSION**

The Hopkins Landing Waterworks District has appealed to the SCR D to work towards formally taking over the ownership and operation of the water system through a ‘conversion’ process. In order to satisfy legislative financial requirements, the SCR D must account for the costs of this work through a special feasibility service area function within Electoral Area F [155].

Staff recommend that a budget of \$40,000 be established to fund the projected cost of the work required to review the feasibility of conversion of the HLWD into the SCR D. The funding for this work will include a contribution of \$30,000 from the HLWD, as well as approved IPGP grant funding.

**ATTACHMENTS**

Attachment A: Letter titled, “HLWD Conversion – Infrastructure Planning and Grant Program Application”, Hopkins Landing Waterworks District, dated June 21, 2023

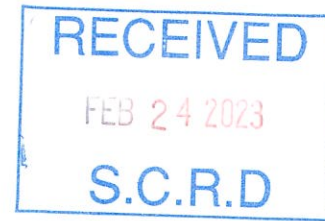
Attachment B: Conditional Grant Approval, Ministry of Municipal Affairs, dated September 27, 2023

Reviewed by:			
Manager	X – S. Walkey	CFO / Finance	X – B. Wing
GM	X - R. Rosenboom X - M. Brown	Legislative	
CAO	X – D. McKinley	Other	



Hopkins Landing Waterworks District  
% 1204 Point Road  
Gibsons, B.C. V0N 1V1

Shane Walkey  
Manager, Utility Services  
SCRD



February 24, 2023

RE: HLWD CONVERSION - INFORMATION PACKAGE

Dear Shane:

Enclosed is a number of documents which will provide background information in regards to the Hopkins Landing Waterworks District Conversion over to the SCR D. I realize that there will likely be requests for additional material as the we move through the process.

This package includes:

Copy of Letters Patent  
Well Logs for North and South wells  
Drinking Water Full Package Analysis  
Vancouver Coastal Health - Water Facility Evaluation Report  
HLWD - Drinking Water System Annual Report  
HLWD - Financial Statement for Year Ended Dec 31, 2021  
Logs of Pump Hours for North and South Pumps  
2 Schematic Maps of Distribution System  
Photographs of Pump houses and Tanks

Please note that our Taxes and Tolls are currently \$400 per year for a single family residence.

Also, we had a telephone meeting on February 8, 2023 with Saskia Crawford (Program Analyst) and Arielle Guetta (Senior Planning Analyst) both with the Governance and Structure Branch, Ministry of Municipal Affairs in Victoria. They will be assisting with the Conversion and will be reaching out to you (if they haven't already).

We look forward to moving ahead with the conversion process.

Sincerely,



Ian D. Thomson  
Chairman HLWD

Matt O'Rourke, P.Eng  
Asst Manager, Utility Engineering  
SCRD  
1975 Field Road,  
Sechelt B.C., V7Z 0AB

Hopkins Landing Waterworks District  
% 1204 Point Road  
Gibsons, B.C. VON 1V1

June 21, 2023

RE: HLWD Conversion - Infrastructure Planning and Grant  
Program Application

To Whom it May Concern:

This letter is written in support of the SCR D application for funding to conduct a condition assessment and feasibility study for the Conversion of the Hopkins Landing Waterworks District.

We inform you that the Hopkins Landing Waterworks District agrees to fund expenses not covered by the Infrastructure Planning Grant Program (IPGP). We understand that the costs may be as much as \$30,000. HLWD has the funds available when needed.

On Behalf of the Board:



Ian Thomson, Chairman

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – October 26, 2023

**AUTHOR:** David Nelson, Manager, Information Technology / GIS

**SUBJECT:** EASTLINK CONTRACT RENEWAL

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### RECOMMENDATION(S)

- (1) THAT the report titled Eastlink Contract Renewal be received for information;**
  - (2) 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 a sole source provider.**
- 

### BACKGROUND

Since 2007 Eastlink (Coast Cable) provides Wide Area Network (WAN) private fibre connectivity and Internet services between all Sunshine Coast Regional District (SCRD) facilities. Attachment A shows the SCR D WAN facility sites that are connected via this service. The current three-year contract, expiring in February 2024, provides these services for \$6,404 (before GST) per month.

These private network services are reliable, affording operational simplicity and responsive support that maintains SCR D internal management costs. There has been ongoing rate stability by the vendor over the life of these services.

Competitors to Eastlink have appeared on the Sunshine Coast, but do not currently have fibre connectivity to all SCR D facilities. While gradual build out of competitor fibre is expected over time, current service levels are not sufficient for our business continuity needs and the solutions are not comparable.

The purpose of this report is to seek approval to renew our contract for three years with Eastlink as a sole source provider at the same cost.

### DISCUSSION

The three-year renewal quotation includes staff-requested capacity upgrades at our Field Road dedicated Internet connection from 300 Mbps to 1,000Mbps, at no additional cost. These upgrades will increase our Internet speed and improve the ability to conduct digital work and support business continuity (data backup and recovery) capabilities. Extending the contract represents the least disruptive and lowest risk method to proceed with the lowest downtime potential.

*Financial Implications*

The proposed new Eastlink contract continues at the same \$6,404 per month (before GST) for a total contract value of \$230,542 (before GST) over the three years' duration. These costs are within the existing budget and no Financial Plan amendments are required.

*Timeline for next steps or estimated completion date*

Staff recommend proceeding with the contract renewal now because the increased Internet bandwidth will lessen current network latency and improve digital productivity for staff and members of the public.

**STRATEGIC PLAN AND RELATED POLICIES**

This contract renewal aligns with the Board's Strategic Plan and Financial Planning, Asset Management and Financial Sustainability, and Procurement Policies.

**CONCLUSION**

Eastlink has been reliable and responsive in offering service enhancements at ongoing stable rates. There currently is only one supplier who can meet SCRD WAN connectivity requirements and service levels. Staff recommend executing a three-year contract renewal to increase network capacity now, at a total cost of \$230,542 (excluding GST).

Reviewed by:			
Manager		Finance	X – B. Wing
GM		Legislative	
CAO	X – D. McKinley	Purchasing/Risk	X – V. Cropp

**ATTACHMENT A: EASTLINK 3-YR WIDE AREA NETWORK CONNECTION SITES (\$ before taxes)**

Account	Circuit ID	Address	Services	Monthly
8125 2138 5018 7297	00/117763	1975 FIELD RD, Sechelt (Internet)	1000MG DIA	\$ 736.25
8125 2138 5018 7289	00/117761	1975 FIELD RD, Sechelt	1000MB LAN	\$ 736.25
8125 2138 5018 7305	00/117764	5982 SHOAL WAY, Sechelt	100MB LAN	\$ 427.50
8125 2138 5018 7321	00/117766	700 Park Road, Gibsons	100MB LAN	\$ 427.50
8125 2138 5018 7370	00/119406	5500 SHORNCLIFFE RD, Sechelt	100MB LAN	\$ 736.25
8125 2138 5018 7354	00/117770	8972 Redrooffs Rd, Halfmoon Bay	100MB LAN	\$ 427.50
8125 2138 5018 7347	00/117768	1302 ROBERTS CREEK RD	100MB LAN	\$ 427.50
8125 2138 5018 7313	00/117767	953 GIBSONS WAY, GIBSON	100MB LAN	\$ 427.50
8125 2138 5018 7339	00/117769	790 NORTH RD, GIBSONS	100MB LAN	\$ 427.50
8125 2138 5018 7362	00/117762	OFF-5920 MASON RD	1000MB LAN	\$ 736.25
8125 2138 6002 8523	00/117771	12828 Lagoon Road, MADEIRA PARK	10MB LAN	\$ 237.50
8125 2138 6002 3474	00/120365	13639 Sunshine Coast HWY, MADEIRA PARK	10MB LAN	\$ 237.50
Prices do not include taxes		<b>Totals:</b>		<b>\$ 5,985.00</b>

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – October 26, 2023

**AUTHOR:** Valerie Cropp – Manager, Purchasing and Risk Management

**SUBJECT:** Contracts Between \$50,000 and \$100,000 from July 1, 2023 to September 30, 2023

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### RECOMMENDATION

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

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### BACKGROUND

The Sunshine Coast Regional District's (SCRD) Delegation Bylaw No. 710 directs staff to provide the Committee with a quarterly report of all new contracts entered into that fall between \$50,000 and \$100,000.

This report includes vendor, purpose, function, amount and the authoritative budget.

### DISCUSSION

A total of 134 contracts/purchase orders were issued during the time period July 1, 2023 to September 30, 2023 with 5 valued between \$50,000 and \$100,000.

	Supplier	Account Code	Awarded	Budget
1.	<b>Sunshine Coast GM</b>	370	<b>\$52,301.00</b>	Capital
	PO 3004855 2022 Chevrolet Silverado 1500 Truck			
2.	<b>Comox Valley Toyota</b>	520	<b>\$53,019.00</b>	Capital
	PO 3004783 2023 Toyota BZ4E			
3.	<b>ISL Engineering and Land Services Ltd</b>	650	<b>\$56,760.00</b>	Operating
	2365002 Civil and Structural Engineering Services for Pedestrian Bridge and Trail Recovery			
4	<b>Ram Mechanical Ltd</b>	613	<b>\$61,500.00</b>	Capital
	2261319 Sechelt Aquatic Centre Eyewash and Soaker Shower Install			
5	<b>CDW Canada Inc</b>	117	<b>\$76,382.52</b>	Capital / Operating
	Canoe Purchasing Group NVIDA Information Technology Products			

**STRATEGIC PLAN AND RELATED POLICIES**

The disclosure of Contract Awards aligns with the Board’s Purchasing Policy and Delegation Bylaw.

**CONCLUSION**

SCRD Delegation Bylaw No. 710 requires that a report be provided quarterly to Committee on contracts between \$50,000 and \$100,000.

Reviewed by:			
Manager		CFO/Finance	X – B. Wing
GM		Legislative	
CAO	X – D. McKinley	Other	



## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – October 27, 2023

**AUTHOR:** Michelle Goetz, Accounts Payable Technician

**SUBJECT:** **DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES FOR PERIOD ENDING SEPTEMBER 30, 2023**

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### RECOMMENDATION

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

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### BACKGROUND

The 2023 Financial Plan for line items Legislative Services and UBCM/AVICC Constituency Expenses provide a combined budget of \$20,300. The applicable policy provides a maximum \$2,500 allowance per Director from Legislative Services [110] and an additional \$1,000 for Electoral Area Directors from UBCM/AVICC [130] for the expense of running an elected official office.

Travel expenses budgeted within Legislative Services and UBCM/AVICC – Electoral Area Services total \$34,544 for mileage, meals, hotel and other various charges associated with travelling or attending conferences on Sunshine Coast Regional District (SCRD) business, as outlined under the applicable Board policy.

### DISCUSSION

The total amount posted to Constituency Expenses for the nine-month period ending September 30, 2023 is \$5,222 leaving a remaining budget of \$15,078 (74%).

The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$21,806 leaving a remaining budget of \$ 12,738 (37%).

Figures are based on expense reports submitted to Accounts Payable up to September 30, 2023 for the nine month period ended September 30, 2023 and a breakdown by Electoral Area is provided below.

Electoral Area	Constituency Expense	Travel Expense (Excluding GST)
Area A – Leonard Lee	\$920	\$9,581
Area B – Justine Gabias	606	2,285
Area D – Kelly Backs	1,720	3,268
Area E – Donna McMahon	494	3,150
Area F – Kate-Louise Stamford	404	1,315
DOS – Darren Inkster	-	-
DOS – Alton Toth	214	269
TOG – Silas White	864	1,938
sNGD – Philip Paul	-	-
<b>YTD Totals</b>	<b>\$5,222</b>	<b>\$ 21,806</b>

**STRATEGIC PLAN AND RELATED POLICIES**

Applicable Board policies:

- 5-1800-1 - Reimbursement of Travel and Other Expenses
- 5-1800-2 - Constituency Expenses

An amended *Reimbursement of Travel and Other Expenses* policy was approved by the Board on October 14, 2021.

An amended *Constituency Expenses* policy was approved by the Board on February 9, 2023.

**CONCLUSION**

The 2023 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$54,844. For the period ending September 30, 2023, the total amount posted to Constituency and Electoral Expenses is \$27,028 leaving a remaining budget of \$27,816.

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