



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, APRIL 25, 2024

AGENDA

CALL TO ORDER 1:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of March 28, 2024

Annex A
Pages 4 - 10

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

3. Miyuki Shinkai and Ed Erickson, Sunshine Coast Labour Council with Sussanne Skidmore, President, BC Federation of Labour, regarding 2024 National Day of Mourning - *via Zoom*

Annex B
p 11

Receipt of Communication

Miyuki Shinkai, President, and Ed Erickson, Sergeant of Arms,
Sunshine Coast Labour Council dated March 31, 2024

Regarding annual day of remembrance for workers killed and injured on the job.

REPORTS

4. Committee of the Whole recommendation Nos. 1 - 9 of March 28, 2024
5. Electoral Area Services Committee recommendation Nos. 1 – 9 of April 18, 2024
6. Finance Committee recommendation Nos. 1 – 3 of April 18, 2024
7. Request for Exemption from SCRD Noise Control Bylaw No. 597 for Alberg Productions Inc. - Deputy Corporate Officer
8. Notice on Title – Chief Building Official

Annex C
pp 12 - 15

Annex D
pp 16 - 18

Annex E
pp 19 – 20

Annex F
pp 21 - 22

Annex G
pp 23 - 26

- | | | |
|-----|--|-----------------------|
| 9. | RFP 2461301 Engineered Air Roof Top Unit Replacement – Contract Award - Manager, Facility Services | Annex H
pp 27 - 28 |
| 10. | Contract Award for Brass Water Service Fittings - Manager, Utility Services; Utility Business Coordinator | Annex I
pp 29 - 31 |
| 11. | Church Road Phase 4B Construction Management Services Contract Amendment (2237001) - Manager, Capital Projects | Annex J
pp 32 - 34 |
| 12. | Exposed Watermain Rehabilitation Chapman Creek Crossing Update - Manager, Capital Projects | Annex K
pp 35 - 38 |

COMMUNICATIONS

MOTION FOR WHICH NOTICE HAS BEEN GIVEN

13. *Director Gabias, Electoral Area B*

Policy Development to Support Commercial Food-Growing Farms

WHEREAS local food production contributes to our local economy and is critical to the Sunshine Coast region’s resilience in the face of global instability and climate change;

AND WHEREAS the agricultural landscape of the Sunshine Coast is unique, and reliable data and information is needed in order to develop fair and effective policies;

AND WHEREAS the SCRD has an Agricultural Amenities Fund in the amount of approximately \$86,000:

THEREFORE BE IT RESOLVED that staff work in collaboration with the Farmers Institute to develop a budget proposal for 2025 funded by the Agricultural Amenities Fund that would develop water use and OCP-related policy to support commercial food-growing farms in the Sunshine Coast Regional District.

Extension of Stage 4 Exemptions for Commercial Food-Growing Farms

WHEREAS a two-year (2023 & 2024) exemption from Stage 4 restrictions for commercial food-growing farms was granted in 2023 in order to offer temporary relief while a more permanent solution for commercial farm water use was developed;

AND WHEREAS a more permanent solution has yet to be developed;

THEREFORE BE IT RESOLVED that the current Stage 4 exemptions for commercial food-growing farms be extended to 2028, or until agricultural water and land use policies are developed and adopted.

MOTIONS

- 14. THAT Jon McMorran be appointed to the Area F Advisory Planning Committee (APC) for the remainder of the two-year term;

AND THAT and Vivian Sosnowski be appointed to the Area F Advisory Planning Committee (APC) for the remainder of the two-year term.

- 15. THAT Director McMahan be authorized to attend the Keeping it Rural conference in Kelowna scheduled for May 21-23, 2024;

AND THAT expenses be paid for Director McMahan's attendance at the Keeping it Rural conference in Kelowna.

BYLAWS

DIRECTORS' REPORTS

Verbal

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90(1) (a), (d), and (k) of the *Community Charter* "personal information about an identifiable individual who holds or is being considered for a position...", "the security of the property of the municipality;", and "negotiations and related discussions respecting the proposed provision of a municipal service..."

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

MARCH 28, 2024

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

PRESENT:	Chair	Electoral Area A	L. Lee
	Directors	District of Sechelt	A. Toth
		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
		Town of Gibsons	S. Lumley (Alt.)
 ALSO PRESENT:	Chief Administrative Officer		D. McKinley (in part)
	Corporate Officer		S. Reid
	Chief Financial Officer		T. Perreault
	General Manager, Planning and Development		I. Hall
	General Manager, Community Services		S. Gagnon (in part)
	Manager, Information Services		D. Nelson (in part)
	Manager, Assets and Procurement		V. Cropp (in part)
	Chief Building Official		B. Kennett (in part)
	Manager, Facility Services		A. van Velzen (in part)
	Manager, Parks Services		J. Huntington (in part)
	Deputy Corporate Officer/Recorder		K. Wiebe
	Media		1
	Public		0

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

CALL TO ORDER 1:05 p.m.

Director Inkster left the meeting at 1:05 pm. And returned at 1:08 p.m.

AGENDA

Agenda **It was moved and seconded**

092/24 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes **It was moved and seconded**

093/24 THAT the Board meeting minutes of March 14, 2024 be adopted.

CARRIED

REPORTS

COW **It was moved and seconded**

094/24 THAT Committee of the Whole recommendation No. 1 of March 14, 2024 be received, adopted and acted upon as follows:

Recommendation No. 1 *Water Supply Update*

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

CARRIED

EAS **It was moved and seconded**

095/24 THAT the Electoral Area Services Committee recommendation Nos. 1 - 6 of March 21, 2024 be received, adopted and acted upon as follows:

Recommendation No. 1 *Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 (1691 Jensen Road)*

THAT the report titled Official Community Plan Amendment No. 640.6 and Zoning Bylaw Amendment No. 722.10 (1691 Jensen Road) – Consideration of First Reading be received for information;

AND THAT *West Howe Sound Official Community Plan Amendment No. 640.6 and Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.10* be forwarded to the Board for First Reading.

Recommendation No. 2 *Development Permit DP000332 (1041 Roberts Creek Road)*

THAT the report titled Development Permit DP000332 for 1041 Roberts Creek Road (One Straw Society) – Electoral Area D be received for information;

AND THAT Development Permit DP000332 (1041 Roberts Creek Road - One Straw Society – Electoral Area D) be issued.

095/24 cont.

Recommendation No. 3 *Development Variance Permit DP000332
(5544 Sunshine Coast Hwy)*

THAT the report titled Development Variance Permit for 5544 Sunshine Coast Hwy (Sechelt Hospital) – Electoral Area B be received for information;

AND THAT Development Variance Permit DVP00098 (5544 Sunshine Coast Hwy - Sechelt Hospital – Electoral Area B) be issued to vary *Sunshine Coast Regional District Zoning Bylaw No. 722* as follows:

- a. To increase the maximum allowable parcel coverage to 19%;
- b. To reduce the minimum setback from a parcel line adjacent to a highway to 4.5 m;
- c. To reduce the required off-street parking and loading spaces to zero for the proposed “House of Caring” Primary Care Clinic.

Recommendation No. 4 *Development Variance Permit DVP00097
(3424 McNair Forest Service Road)*

THAT that the report titled Development Variance Permit DVP00097 (3424 McNair Forest Service Road) - Electoral Area F be received;

AND THAT Development Variance Permit DVP00097 (3424 McNair Forest Service Road – Electoral Area F) be issued to vary *Sunshine Coast Regional District Zoning Bylaw No. 722* as follows:

- a. Section 5.11.1 to increase the maximum height of all buildings and structures from 11metres to 14.5 metres, to permit the construction of a chipper and debarker as an addition to the existing mill operation.

Recommendation No. 5 *SCRD Partnership Agreement Renewal
with the Sunshine Coast Disc Golf Association*

THAT the report titled SCR D Partnership Agreement Renewal with the Sunshine Coast Disc Golf Association be received for information;

AND THAT the delegated authorities be authorized to renew the SCR D/Sunshine Coast Disc Golf Association Partnership Agreement for a three-year term with the option to renew for two additional years;

AND FURTHER THAT ‘support in principle’ be provided for the SCDGA to begin planning for a 9-hole expansion of the disc golf course in Shirley Macey Park.

095/24 cont. **Recommendation No. 6** *Roberts Creek (Electoral Area D) Advisory Planning Commission Minutes of February 19, 2024*

THAT the Roberts Creek (Electoral Area D) Advisory Planning Commission Minutes of February 19, 2024 be received for information.

CARRIED

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

096/24 THAT the report titled Placement of Notice on Title be received for information;

AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the *Community Charter* against the land title of Lot 2, District Lot 965, Plan BCP42370, PID 028-046-226, Folio 746.01600.010.

CARRIED

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

097/24 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 District Lot /2005, PID 010-275-258, Folio 746.05301.000.

CARRIED

Contract Amendment **It was moved and seconded**

098/24 THAT the report titled Aeroquest Mapcon Orthophoto Acquisition Contract Amendments be received for information;

AND THAT the Board approve an increase from the 2021 contract value of \$44,713 to a new maximum total of \$119,626 (excluding GST) to acquire new orthophotos.

CARRIED

Contract Award **It was moved and seconded**

099/24 THAT the report titled RFP 2461302 Refrigeration System Reconstruction Chiller Replacement – Contract Award be received for information;

AND THAT a contract to provide Refrigeration System Reconstruction Chiller Replacement be awarded to Fraser Valley Refrigeration Ltd. in the amount of up to \$417,900 (excluding GST);

099/24 cont. AND FURTHER THAT the delegated authorities be authorized to execute the contract.

CARRIED

Noise Exemption **It was moved and seconded**

100/24 THAT the report titled Request for Exemption from SCR D Noise Control Bylaw No. 597 for Alberg Productions Inc. be received for information;

AND THAT enforcement against Alberg Productions Inc. under *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* be waived according to the following schedule in order for Alberg Productions Inc. to perform filming and activities related to film production in Roberts Creek (Electoral Area D) and Elphinstone (Electoral Area E):

- From 11:00 p.m. on Thursday March 28, 2024 to 4:00 a.m. on Friday March 29, 2024 at 1408 Ocean Beach Esplanade;
- From 5:30 a.m. to 7:00 a.m. on Monday April 1, 2024 at 906 Joe Road;
- From 5:30 a.m. to 7:00 a.m. on Wednesday April 3, 2024 at Camp Byng, 2135 Lower Road and Field 'G' at Conrad Road;
- From 5:30 a.m. to 7:00 a.m. on both Thursday April 4 and Friday April 5, 2024 at 1888 Lockyer Road.

AND FURTHER THAT Alberg Productions Inc. be requested to attempt to minimize disturbances and that appropriate notice be provided to area residents.

CARRIED

Katherine Lake **It was moved and seconded**

101/24 THAT the report titled Katherine Lake Park Access Road Emergency Remediation and Upgrades be received for information;

AND THAT immediate remediation and upgrades of Katherine Lake Park access road of \$200,000 be approved and funded by Community Works Funding with a contribution of \$50,000 each from Electoral Area A, Electoral Area B, Electoral Area D and Electoral Area E;

AND FURTHER THAT the 2024-2028 Financial Plan Bylaw (764) be amended accordingly.

CARRIED

BYLAWS

Bylaw 765 **It was moved and seconded**

102/24 THAT the report titled 2024 Alternative Approval Process be received for information;

AND THAT the following bylaw be given three readings and forwarded to the Inspector of Municipalities for approval:

- *Gibsons/West Howe Sound Fire Protection Service Pumper Apparatus Replacement Project Loan Authorization Bylaw No. 765, 2024.*

CARRIED

Bylaw 765 **It was moved and seconded**

103/24 THAT *Gibsons/West Howe Sound Fire Protection Service Pumper Apparatus Replacement Project Loan Authorization Bylaw No. 765, 2024* be read a first, second, and third time.

CARRIED

DIRECTORS REPORTS

The Directors provided an update on their activities.

Director Backs left the meeting at 1:36 p.m. and returned at 1:39 p.m.

The Board moved In Camera at 1:57 p.m.

IN CAMERA It was moved and seconded

104/23 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (i), and (k) of the *Community Charter* – “personal information about an identifiable individual...”; “the receipt of advice that is subject to solicitor-client privilege” and, “negotiations and related discussions respecting the proposed provision of a municipal service...”.

CARRIED

The Board recessed at 1:58 p.m. and reconvened at 2:05 p.m.

The Board moved out of In Camera at 2:38 p.m.

RELEASE OF ITEMS FROM IN CAMERA

Appointment **It was moved and seconded**

105/24 THAT Marlin Hansen be appointed to the Area F West Howe Sound Advisory Planning Commission for the remainder of the current 2-year term.

CARRIED

LAFC **It was moved and seconded**

106/24

THAT a letter be sent to the Office of the Fire Commissioner requesting that the following individual be appointed as Local Assistant to the Fire Commissioner:

- Bill Higgs, Sunshine Coast Regional District;

AND THAT a letter be sent to the Office of the Fire Commissioner requesting that the following appointment as Local Assistant to the Fire Commissioner be rescinded:

- Matt Treit, Sunshine Coast Regional District.

CARRIED

ADJOURNMENT

107/24 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:39 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

From: Sunshine Coast Labour Council <sclabourcouncil@gmail.com>
Sent: Sunday, March 31, 2024 11:09 PM
Subject: 2024 National Day of Mourning Proclamation Request
March 31, 2024

Dear SCRD Directors,

Sunshine Coast Labour Council represents hundreds of affiliated union members on the coast. We strive to promote the labour community's voice and stand in solidarity to support worker's rights. Every worker should come home safely. As work and workplaces have changed over the recent years, we are supporting workers in their roles to create a culture of safety and prevention, and demanding employers and governments respect their duty to create safe work.

In 1984 our national organization, the Canadian Labour Congress (CLC), introduced the annual day of remembrance for workers killed and injured on the job. April 28th was chosen because this was the day that the third reading took place for the first comprehensive Workers' Compensation Act (Ontario 1914) in Canada. The "Workers Mourning Day Act" (Bill C223) became law on February 1, 1991, an Act which states "the day of April 28th shall be respected as the day of official recognition". The day of recognition was proclaimed by the government of British Columbia in 1989.

On behalf of our members and their families and all workers living and/or working in your community, we have **four requests of your Council:**

- We **request you declare April 28th** as the official "*Day of Mourning for Workers Killed and Injured on the Job*", and if your Council issues proclamations we would appreciate a copy.
- We also **request that Council observe one minute of silence** in the Council Chambers at the evening Council meeting **on or before April 28th**.
- We thank-you for your leadership in your workplace by **encouraging your staff to observe one minute of silence at 11:00 a.m. on April 28th**.
- Finally, we **request an opportunity to appear as a delegation** to make a **5 minute presentation at the April, 2022 regular Council meeting**. A member of the Labour Council residing in the city will be presenting on behalf of the Labour Council. Our presentation will focus on the CLC's 2024 theme, "**Safe Work Now!**" and will include up-to-date information on workers' health & safety issues, WorkSafeBC regulatory reviews and/or changes that have impacted BC's workplace accident and fatality rates.

There will be remembrances across Canada on April 28th for workers who have been killed on the job, and to recognize those who have suffered from workplace injury, accident or disease.

Please join us on Sunday, April 28th at 11 am at the Workers Memorial Plaque in Spirit Square, Sechelt or in the Dougall Park, Gibsons, as we mourn for those who have died from workplace accidents or disease but we also recommit ourselves to fight for the living.

Sincerely,

Miyuki Shinkai, President
Ed Erickson, Sergeant of Arms
Sunshine Coast Labour Council
Chartered by the Canadian Labour Congress
Affiliated with the BC Federation of Labour

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

March 28, 2024

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	District of Sechelt	A. Toth
		Electoral Area A	L. Lee
		Electoral Area B	J. Gabias
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster
		Town of Gibsons	S. Lumley (Alt.)
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	GM, Community Services		S. Gagnon
	Manager, Transit and Fleet		A. Kidwai (part)
	GM, Planning and Development		I. Hall
	Manager, Purchasing and Risk Management		V. Cropp (part)
	GM, Infrastructure Services		R. Rosenboom
	Strategic Planning Coordinator		S. Rempel (part)
	Sr. Mgr., Human Resources		G. Parker (part)
	Administrative Assistant / Recorder		T. Crosby
	Media		1
	Public		0

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

CALL TO ORDER 9:30 a.m.

Director Toth was appointed Vice-Chair for the meeting.

AGENDA The agenda was adopted as amended, as follows:

- NEW BUSINESS: Notice of Motion

PRESENTATIONS AND DELEGATIONS

Rob Ringma, Senior Manager, BC Transit and Ahmad Kidwai, SCRD Manager, Transit and Fleet addressed the Committee with a summary of the Sunshine Coast handyDART Services Review Final Report.

Recommendation No. 1 *handyDART Services Review*

The Committee of the Whole recommended that the presentation from Rob Ringma, Senior Manager, BC Transit titled Sunshine Coast handyDART Services Review Final Report – Summary be received for information.

REPORTS**Recommendation No. 2** *handyDART (Custom Transit) Review 2024*

The Committee of the Whole recommended that the report titled handyDART (Custom Transit) Review 2024 be received for information;

AND THAT the 2024 handyDART Service Review report be approved as a planning tool for future handyDART service improvements, expansions and infrastructure priorities;

AND FURTHER THAT contingent upon the execution of the Final 2024/25 Annual Operating Agreement with BC Transit, that the 2024/25 handyDART service expansion 550 hours of additional service hours be applied to the following priorities:

- a. Extending weekday service by one hour to 5:30 p.m.
- b. Adding Sunday and holiday service, aligned to exiting Saturday service hours.

Recommendation No. 3 *Procurement Policy Update*

The Committee of the Whole recommended that the report titled Procurement Policy Update be received for information;

AND THAT the updated Procurement Policy be approved as presented.

Director Toth opposed.

The Committee recessed at 10:39 a.m. and reconvened at 10:46 a.m.

Recommendation No. 4 *Sunshine Coast Regional District Water Strategy*

The Committee of the Whole recommended that the presentation and report titled Sunshine Coast Regional District Water Strategy be received for information;

AND THAT the Sunshine Coast Regional District Water Strategy be adopted as presented.

Recommendation No. 5 *Budget Project Status Report*

The Committee of the Whole recommended that the report titled Budget Project Status Report – March 2024 be received for information.

The Committee recessed at 11:15 a.m. and reconvened at 11:20 a.m.

Recommendation No. 6 *Grants Status Update*

The Committee of the Whole recommended that the report titled Grant Status Update be received for information.

COMMUNICATIONS

Recommendation No. 7 *Provincial Response to 2023 Resolutions*

The Committee of the Whole recommended that the correspondence from Councillor Trish Mandewo, Union of British Columbia Municipalities (UBCM) President regarding the Provincial Response to 2023 Resolutions be received for information.

Recommendation No. 8 *Sunshine Coast Farmers Institute – Requests*

The Committee of the Whole recommended that the correspondence from Julie Carrillo of Heart and Sol Coastal Farm, on behalf of the Board Members of The Sunshine Coast Farmers Institute, requesting a reconsideration of the 2024 expiration of the temporary exemption for farmers from the Stage 4 water restrictions be received for information.

NOTICES OF MOTION

Recommendation No. 9 *Notice of Motion – The Sunshine Coast Farmers Institute*

The Committee of the Whole recommended that the following Notices of Motions regarding The Sunshine Coast Farmers Institute be received and placed on the next Board agenda for debate and consideration:

1) Policy Development to Support Commercial Food-Growing Farms

WHEREAS local food production contributes to our local economy and is critical to the Sunshine Coast region’s resilience in the face of global instability and climate change;

AND WHEREAS the agricultural landscape of the Sunshine Coast is unique, and reliable data and information is needed in order to develop fair and effective policies;

AND WHEREAS the SCRDR has an Agricultural Amenities Fund in the amount of approximately \$86,000:

THEREFORE BE IT RESOLVED that staff work in collaboration with the Farmers Institute to develop a budget proposal for 2025 funded by the Agricultural Amenities Fund that would develop water use and OCP-related policy to support commercial food-growing farms in the Sunshine Coast Regional District.

2) Extension of Stage 4 Exemptions for Commercial Food-Growing Farms

WHEREAS a two-year (2023 & 2024) exemption from Stage 4 restrictions for commercial food-growing farms was granted in 2023 in order to offer temporary

relief while a more permanent solution for commercial farm water use was developed;

AND WHEREAS a more permanent solution has yet to be developed;

THEREFORE BE IT RESOLVED that the current Stage 4 exemptions for commercial food-growing farms be extended to 2028, or until agricultural water and land use policies are developed and adopted.

ADJOURNMENT

11:54 a.m.

Committee Chair

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

April 18, 2024

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 B	J. Gabias
	Directors	Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt	L. Lee K. Backs D. McMahon K. Stamford A. Toth
ALSO PRESENT:	Chief Administrative Officer Corporate Officer GM, Planning and Development Manager, Planning and Development Planner II Planner II Recording Secretary Media Public		D. McKinley S. Reid I. Hall J. Jackson (part) A. Wittman (part) N. Copes (part) A. O'Brien 0 0

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

CALL TO ORDER 9:30 a.m.

AGENDA The agenda was adopted as presented.

Recommendation No. 1 *Appointment of Vice-Chair for April 18, 2024 EAS Meeting*

The Electoral Area Services Committee recommended that Electoral Area F Director Stamford be appointed as the Vice-Chair for the April 18, 2024 Electoral Area Services Committee meeting.

Recommendation No. 2 *Participation of District of Sechelt Director at April 18, 2024 EAS Meeting*

The Electoral Area Services Committee recommended that District of Sechelt Director Toth be permitted to participate in the April 18, 2024 Electoral Area Services Committee meeting.

REPORTS**Recommendation No. 3** *Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request*

The Electoral Area Services Committee recommended that the report titled Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request be received for information;

AND THAT an application requesting an extension to the Small-Scale Multi Unit Housing legislation compliance deadline from June 30, 2024, to June 30, 2026 be submitted to the Ministry of Housing;

AND FURTHER THAT the staff report titled Province Housing Legislation – Implications for SCRD & Small-Scale Multi-Unit Housing Legislation Extension Request be provided to Advisory Planning Commissions as capacity-building information in advance of anticipated work on Official Community Plan renewal.

Recommendation No. 4 *Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123*

The Electoral Area Services Committee recommended that the report titled Policy Fix Micro Project: Amendment Zoning Bylaw No. 722.9 and 337.123 be received for information;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9 and 337.123* be forwarded to the Board for Second Reading;

AND THAT a Public Hearing to consider *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.9 and 337.123* be scheduled;

AND THAT the Public Hearing be conducted as a hybrid meeting allowing the public to attend in-person or virtually;

AND FURTHER THAT Director Stamford be delegated as the Chair and Director Gabias be delegated as the Alternate Chair to conduct the Public Hearing.

The Committee recessed at 10:35 a.m. and reconvened at 10:44 a.m.

Recommendation No. 5 *Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) – Consideration of Adoption*

The Electoral Area Services Committee recommended that the report titled Zoning Amendment Bylaw No. 722.6 (268 Stella Maris Road) – Consideration of Adoption be received;

AND THAT *Sunshine Coast Regional District Zoning Amendment Bylaw No. 722.6* be forwarded to the Board for consideration of adoption.

Recommendation No. 6 *Frontage Waiver FRW00020 (1197 Hawthorn Road)*

The Electoral Area Services Committee recommended that the report titled Frontage Waiver FRW00020 (1197 Hawthorn Road) – Electoral Area D be received for information;

AND THAT the requirement for a minimum 10% of the lot perimeter to front on the highway for proposed Lot B be waived.

Recommendation No. 7 *Halfmoon Bay (Electoral Area B) Advisory Planning Commission Minutes of March 26, 2024*

The Electoral Area Services Committee recommended that the Halfmoon Bay (Electoral Area B) Advisory Planning Commission Minutes of March 26, 2024 be received for information.

Recommendation No. 8 *Roberts Creek (Electoral Area D) Advisory Planning Commission Minutes of March 18, 2024*

The Electoral Area Services Committee recommended that the Roberts Creek (Electoral Area D) Advisory Planning Commission Minutes of March 18, 2024 be received for information.

Recommendation No. 9 *Elphinstone (Electoral Area E) Advisory Planning Commission Minutes of March 26, 2024*

The Electoral Area Services Committee recommended that the Elphinstone (Electoral Area E) Advisory Planning Commission Minutes of March 26, 2024 be received for information.

IN CAMERA

The Committee moved In-Camera at 10:52 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 11:00 a.m.

ADJOURNMENT **11:01 a.m.**

Committee Chair

**SUNSHINE COAST REGIONAL DISTRICT
FINANCE COMMITTEE**

April 18, 2024

RECOMMENDATIONS FROM THE FINANCE COMMITTEE 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	Town of Gibsons Electoral Area B Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt	S. White J. Gabias L. Lee K. Backs D. McMahon K. Stamford D. Inkster
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid
	Manager, Financial Services		B. Wing
	Administrative Assistant / Recorder		T. Crosby
	Media		0
	Public		0

**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.

AGENDA The agenda was adopted as presented.

PRESENTATIONS and DELEGATIONS

Cory Vanderhorst, Regional Assurance Partner of MNP LLP addressed the Board regarding the Sunshine Coast Regional District's (SCRD) Final Report – 2023 Audit Findings, Draft Independent Auditor's Report – SCRD, Draft Independent Auditor's Report – Foreshore Leases (Hillside), Audit Management Letter and the draft audited Financial Statements for year ending December 31, 2023.

REPORTS**Recommendation No. 1** *2023 Audit Findings Report and Statement of Financial Information – MNP LLP*

The Finance Committee recommended that the presentation titled Sunshine Coast Regional District Presentation to the Finance Committee from MNP LLP, the Sunshine Coast Regional District presentation titled 2023 Financial Statements and Audit Findings and the report titled Sunshine Coast Regional District (SCRD) 2023 Audit Findings Report and Statement of Financial Information, and the following documents be received for information;

- 2023 Audit Findings – Report to the Board of Directors;
- 2023 Draft Independent Auditor’s Report - SCRD;
- 2023 Draft Independent Auditor’s Report – Foreshore Leases (Hillside);
- Audit Management Letter from MNP LLP;
- 2023 Statement of Financial Information (including the SCRD 2023 Draft Audited Financial Statements Year Ended December 31, 2023);

AND THAT the 2023 Draft Audited Financial Statements and Statement of Financial Information for Year Ended December 31, 2023 be approved as presented.

Recommendation No. 2 *Reserves and Holding Funds*

The Finance Committee recommended that the report titled Status of Reserves and Holding Funds as at March 31, 2024 be received for information.

Recommendation No. 3 *Canada Community-Building Fund Update*

The Finance Committee recommended that the report titled Canada Community-Building Fund–Community Works Fund Update be received for information.

ADJOURNMENT 1:53 p.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Regular Board – April 25, 2024

AUTHOR: Kristi Wiebe, Deputy Corporate Officer / Legislative Coordinator

SUBJECT: REQUEST FOR EXEMPTION FROM SCRD NOISE CONTROL BYLAW NO. 597 FOR ALBERG PRODUCTIONS INC.

RECOMMENDATION(S)

- (1) THAT the report titled Request for Exemption from SCRD Noise Control Bylaw No. 597 for Alberg Productions Inc. be received for information;
- (2) AND THAT enforcement against Alberg Productions Inc. under *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* be waived according to the following schedule in order for Alberg Productions Inc. to perform filming and activities related to film production in Roberts Creek (Electoral Area D):
- From 11:00 p.m. on Thursday April 25, 2024 to 4:00 a.m. on Friday April 26, 2024 at Cliff Gilker Park;
 - From 11:00 p.m. on Thursday May 9, 2024 to 12:00 a.m. on Friday May 10, 2024 at 879 Agnes Road.
- (3) AND FURTHER THAT Alberg Productions Inc. be requested to attempt to minimize disturbances and that appropriate notice be provided to area residents.

BACKGROUND

On April 12, 2024, a representative from Alberg Productions, Inc. reached out to staff regarding further requests for exemption from *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* to facilitate filming and activities related to film production, this time solely in Electoral Area D, Roberts Creek.

DISCUSSION

The purpose of this report is to request an exemption for Alberg Productions Inc. from SCRD Noise Control Bylaw No. 597. Of note is that this is the third such request received from this production company and all activities outlined in past requests have been adhered to. The locations are located within SCRD Electoral Area D, Roberts Creek, and are therefore subject to SCRD Noise Control Bylaw No. 597.

Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008 section (4) (c) prohibits noise that may interrupt or prevent sleep before 7:00 am and after 11:00 pm on any day that is not a holiday, or before 9:00 am and after 11:00 pm on any holiday.

To facilitate the filming work requested by Alberg Productions Inc., an exemption from SCRD Noise Control Bylaw No. 597 is requested. If the Board supports filming and filming activities

**Staff Report to Regular Board – April 25, 2024
Request for Exemption from SCRD Noise Control Bylaw No, 597 for Alberg Productions Inc.**

being done during normal ‘quiet hours’, a resolution can be passed to indicate that enforcement of the SCRD Noise Control Bylaw No. 597 will not be undertaken during the specified time periods.

Legislative staff have confirmed with SCRD Parks Services staff that the necessary permits for use outside of normal operating hours within Cliff Gilker Park have been obtained.

COMMUNICATIONS

Alberg Productions Inc. has been diligent in notifying nearby residents regarding their production. If required, the SCRD can support communication efforts to residents by posting information on the SCRD social media platform. Alberg Productions have informed staff that this is their last block of filming for this production and that “it has been a huge pleasure filming in the community.”

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

Alberg Productions Inc. has requested an exemption from *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008*, during normal quiet hours to allow for filming and filming activity in Roberts Creek (Area D). Staff recommend granting the exemption.

Reviewed by:			
Manager		Finance	
GM		Legislative	X – S. Reid
CAO		Communications	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 25, 2024

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 9, Block 7 District Lot 687, Plan VAP2075, PID 008-245-061, Folio 746.00264.000;
 - (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 1, District Lot 4552, Plan VAP13302, PID 008-681-325, Folio 746.06467.101;
 - (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 B, Block B, District Lot 694, Plan VAP12290, PID 006-765-823, Folio 746.00587.010.
-

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 owners 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.

**1. 798 Marine Drive, Electoral Area F
Lot 9, Block 7, District Lot 687, Plan VAP2075, NWD
PID 008-245-061, Folio 746.00264.000**

The subject property is a 0.16-acre parcel located along the western shore of Howe Sound, just west of Grantham's Landing Wharf. The parcel is overlapped by Development Permit Areas #1A – Coastal Flooding, #1B – Coastal Slopes, and #5 Aquifer Protection and Stormwater Management as identified in *West Howe Sound Official Community Plan Bylaw No. 640* (WHSOCP).



On September 20, 2023, it came to the attention of the SCRD Building Division that a 450 sqft. wood-framed deck, with a walking surface approximately 2.8m above grade, was being constructed on the property without valid permits. It was located on the seaward side of the property, near the southern parcel line and within identified development permit areas. A Stop Work Order was posted.

In accordance with *SCRD Building Bylaw No. 687*, a deck with a walking surface greater than 0.6m above grade is considered a structure and requires a building permit to be issued in advance of construction. Building permits for structures can only be issued in compliance with all SCRD zoning and land use bylaws. *SCRD Zoning Bylaw No. 722* prescribes a 1.5m setback from a parcel line not adjacent to a highway for all structures and the construction of structures within this setback is subject to the approval of a variance. In addition, as per the WHSOCP, a valid development permit must be obtained for construction within identified development permit areas.

In order to bring the property into compliance, variance, development, and building permits would need to be applied for and issued. The property owner and their authorized agent have contacted the SCRD Planning Division and have submitted a variance application as the first step towards bringing the property into compliance. They have also advised that if the variance is approved, they intend on proceeding with the development and building permit applications. The Building Division is unaware of whether any life safety issues exist and recommends notice be placed on title until compliance is achieved.

**2. 5381 Sans Souci Road, Electoral Area B
Lot 1, District Lot 4552, Plan VAP13302, NWD
PID 008-681-325, Folio 746.06467.101**

The subject property is a 0.35-acre waterfront parcel located at the mouth of Secret Cove. The parcel is overlapped by Development Permit Areas #1A – Coastal Flooding and #1B – Coastal Slopes as identified in *Halfmoon Bay Official Community Plan Bylaw No. 675* (HMBOCP).



A building permit application for a 500 sqft. deck addition to an existing single-family dwelling was received on June 5, 2018. The construction of the addition had commenced without a valid permit. Upon review of the application, it was determined that a survey confirming location was required to be submitted based on the deck's proximity to the present natural boundary of the

ocean. It was also identified that a development permit would be required to be applied for as the construction was located within the identified development permit areas. The agent was notified of these requirements however the application later expired December 5, 2018 without receiving anything in response.

In accordance with *SCRD Building Bylaw No. 687*, a deck with a walking surface greater than 0.6m above grade is considered a structure and requires a building permit to be issued in advance of construction. Building permits for structures can only be issued in compliance with all SCRD zoning and land use bylaws. *SCRD Zoning Bylaw No. 722* prescribes a 15m setback from the present natural boundary of the ocean for all structures and the construction of structures within this setback is subject to the approval of a variance. In addition, as per the HMBOCP, a valid development permit must be obtained for construction within identified development permit areas.

On November 2, 2023 a survey was received which confirmed that deck was constructed 2.6m from the present natural boundary of the ocean

In order to bring the property into compliance, variance, development, and building permits would need to be applied for and issued. The property owner is aware of the permit requirements to bring the property into compliance, but to date, no applications have been received. The Building Division is not prepared to comment whether any life safety issues exist until a geotechnical assessment has been received. The Building Division recommends notice be placed on title.

3. 1020 Marine Drive, Electoral Area F
Lot B, Block B, District Lot 694, Plan VAP12290, NWD
PID 006-765-823, Folio 746.00587.010



The subject property is a 2.1-acre parcel located along the western shore of Howe Sound at the northern side of the tip of Soames Point. The parcel is overlapped by 4 Development Permit Areas including #1A – Coastal Flooding, #1B – Coastal Slopes, #3 – Slope Hazards, and #6 Shoreline Protection Management as identified in *West Howe Sound Official Community Plan Bylaw No. 640* (WHSOCP).

On May 16, 2023, it came to the attention of the SCRD Building Division that a 256 sqft. wood-framed deck, with a walking surface approximately 3.5m above grade, had been constructed on the property without valid permits. It was constructed near the present natural boundary of the ocean and within identified development permit areas. A Stop Work Order was posted.

In accordance with *SCRD Building Bylaw No. 687*, a deck with a walking surface greater than 0.6m above grade is considered a structure and requires a building permit to be issued in advance of construction. Building permits for structures can only be issued in compliance with all SCRD zoning and land use bylaws. *SCRD Zoning Bylaw No. 722* prescribes a 15m setback from the present natural boundary of the ocean for all structures and the construction of structures within this setback is subject to the approval of a variance. In addition, as per the WHSOCP, a valid development permit must be obtained for construction within identified development permit areas.

A building permit application for the deck was received on June 22, 2023. The owner was notified that additional permits must be obtained in advance of the issuance of the building permit and to contact the SCRD Planning Division accordingly. The application later expired on December 22, 2023, without any other permits being obtained.

In order to bring the property into compliance, a variance, development, and building permit would need to be applied for and issued. The property owner has contacted the Planning Division and is aware of the permit requirements to bring the property into compliance, but to date, no applications have been received. The Building Division is not prepared to comment on whether any life safety issues exist until geotechnical and structural assessments have been received 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:			
Manager		Finance	
GM	X – I. Hall	Legislative	X – S. Reid
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 25, 2024

AUTHOR: Allen van Velzen, Manager Facility Services

SUBJECT: RFP 2461301 ENGINEERED AIR ROOF TOP UNIT REPLACEMENT - CONTRACT AWARD

RECOMMENDATION(S)

- (1) THAT the report titled RFP 2461301 Engineered Air Roof Top Unit Replacement - Contract Award be received for information;
 - (2) AND THAT a contract to provide Engineered Air Roof Top Unit Replacement be awarded to Fortius Mechanical Ltd. in the amount of up to \$158,300 (excluding GST);
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.
-

BACKGROUND

The purpose of Request for Proposal RFP 2461301 is to replace the Engineered Air Roof Top Unit at the Gibsons and District Aquatic Facility. The current roof top unit was installed during the original construction of the facility and has reached the end of its service life. Due to the age of the existing unit, repair parts are difficult to source with some no longer available. This roof top unit provides heating and ventilation to the pool natatorium and change rooms.

The reason for this report is that the Board Delegation Bylaw requires Board approval for expenditures over \$100,000.

DISCUSSION

Request for Proposal (RFP) Process and Results

Request for proposal 2461301 Engineered Air Roof Top Unit Replacement was issued on January 25, 2024 and closed on February 26, 2024.

One compliant proposal was received for RFP 2461301. Led by the Purchasing Division, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria set out in the RFP document. Based on the best overall score and value offered, staff have recommended that a contract be awarded to Fortius Mechanical Ltd. as they met the specifications as outlined and are the best value for the above-mentioned contract.

Summary of Bids Received

Company Name	Value of Contract (before GST)
Fortius Mechanical Ltd.	\$ 143,300

It is recommended that the awarded contract be in the amount not to exceed \$158,300 which provides a \$15,000 contingency.

Financial Implications

This project is funded through the Board approved Community Recreation Facilities Capital plan and is within the 2024 – 2028 Financial Plan.

Timeline for next steps or estimated completion date

Following Board decision, the contract award will be made. It is anticipated that the lead time for the equipment may not allow this project to align with the scheduled 2024 annual maintenance closure of the facility. Upon award of the contract, staff will enter into discussions with the contractor to determine the possibility and impacts of completing the project while the facility is in operation. If it is not possible to complete the project while the facility is in operation, project completion will be scheduled to align with the 2025 annual maintenance closure.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the BRD-0340-50-029 Asset Management Policy.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2461301 was issued for Engineered Air Roof Top Unit Replacement. One compliant proposal was received.

Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract agreement with Fortius Mechanical Ltd. with a value of up to \$158,300 excluding GST, which includes a \$15,000 contingency and that the delegated authorities be authorized to execute the contract.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 25, 2024

AUTHOR: Shane Walkey, Manager, Utility Services
Bobby Rebner, Utility Business Coordinator

SUBJECT: **CONTRACT AWARD FOR BRASS WATER SERVICE FITTINGS**

RECOMMENDATION(S)

- 1) **THAT the report titled Contract Award for Brass Water Service Fittings be received for information;**
 - 2) **AND THAT a contract for the Supply and Delivery of Brass Water Service Fittings be awarded to Flocor Inc. in the amount up to \$417,705 (plus GST);**
 - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The Utilities Services Division purchases and maintains an inventory of brass water service fittings on an ongoing basis to ensure the water and wastewater systems are suitably maintained, repairs can be affected in a timely manner, and supplies are available for new servicing and system renewal.

In accordance with the Sunshine Coast Regional District's (SCRD's) Procurement Policy, Request for Quotation (RFQ) 2437006 Supply and Delivery of Brass Water Service Fittings was published on February 21, 2024, and closed on March 18, 2024. The RFQ sought competitive proposals from qualified water and wastewater services supply companies to supply and deliver a variety of brass water service fittings, such as couplings, valves, and bushings on a per piece "as and when required basis".

DISCUSSION

The RFQ requested proposals that provided water service supplies to a minimum acceptable standard, delivery to sites acceptable to the SCR D, fixed prices for each of the three years, alternate products accepted, and a contract term of three years, which may be extended for two additional years.

Estimated annual quantities of material were provided in the RFQ for comparison purposes, but the total quantity of items purchased will be determined as and when required by the volume of work approved through the budget process, level of third-party servicing requirements, and planned and reactive maintenance.

Options and Analysis

Purchasing received three compliant proposals. Led by Purchasing, the evaluation committee reviewed and scored the proposal against the criteria set out in the RFQ. Staff recommend that a contract be awarded to Flocor Ltd. as they meet the specifications as outlined and are the highest scoring proponent and best value for the above-mentioned project.

A summary of bids received is as follows:

Name	Value
Iconix Waterworks	\$457,264
Flocor Ltd	\$363,222
Global Industrial Solutions	\$999,878

Staff reviewed historical quantities and anticipated material quantities that will be required over the next three years of the contract term and have estimated the figures in Table 1 (below).

Table 1: Flocor Inc. Contract Value Estimate

2024 Flocor Inc. Contract Value Estimate	\$363,222
15% Supply Contingency	\$54,483
Three Year Contract Upset Value	\$417,705 (plus GST)

The estimated annual quantities of material that were considered when calculating the 2024-2026 values were based on historical and anticipated material supply requirements. However, the total quantity of items purchased will be determined as and when required by the volume of work approved through the budget process, level of third-party servicing requirements, and planned and reactive maintenance.

In addition to the base costs, it is recommended that a 15% contingency be added to allow for variations in projects and/or scheduled and reactive maintenance during the three-year contract term.

The ongoing purchase of brass water service fittings will be funded through annual operations and capital budgets as approved through the annual budgeting processes. Costs will be allocated to the service function that the work is being carried out through each work order.

Financial Implications

This project is funded through the division’s operational and capital budgets and are within the 2024-2028 Financial Plan.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus Area of Water Stewardship: Continually improve the operations of all the Regional Districts aging water systems.

CONCLUSION

In accordance with the SCRD Procurement Policy, RFQ 2437006 was issued for the supply and delivery of brass water service fittings on an as and when required basis.

Three qualified proposals were received. Staff recommend awarding a three-year contract, which may be extended for an additional two years, to Flocor Inc. for a total three-year contract value up to \$417,705 (plus GST).

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 25, 2024

AUTHOR: Jesse Waldorf, Manager, Capital Projects

SUBJECT: CHURCH ROAD PHASE 4B CONSTRUCTION MANAGEMENT SERVICES CONTRACT AMENDMENT (2237001)

RECOMMENDATION(S)

- 1) **THAT the report titled Church Road Phase 4B Construction Management Services Contract Amendment (2237001) be received for information;**
 - 2) **AND THAT the contract with Associated Environmental Consultants Inc. be increased by an additional \$75,000 for a total contract value not to exceed \$1,595,000 (excluding GST);**
 - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the amended contract.**
-

BACKGROUND

Through a competitive Request for Proposal process, a Construction Management Services contract was awarded to Associated Environmental Consultants Inc. (AE) in January 2022 to provide contract administration, site inspection, environmental, hydrogeological, and project closeout services. The initial contract award for construction management services was for an amount up to \$990,686 (excluding GST) (010/22).

Contract Amendment No. 1 to increase the AE contract by \$306,722 to an up to amount of \$1,297,408 for expanded scope related to additional environmental flow needs and technical assessments, was approved by Board resolution at the regular meeting held on October 27, 2022 (289/22).

On May 11, 2023, the Board approved a subsequent contract amendment to increase the AE contract and overall Church Road Phase 4B budget as follows:

- 117/23 THAT the report titled Church Road Phase 4B Construction Management Services Contract Amendment (2237001) be received for information;
- AND THAT the contract with Associated Environmental Inc. be increased up to an additional \$222,592 for a total not to exceed \$1,520,000 (excluding GST), which includes a \$63,897 contingency allowance;
- AND THAT the delegated authorities be authorized to execute the amended contract;
- AND THAT the Church Road Phase 4B budget be increased by \$300,000 from \$9,270,000 to \$9,570,000 and funded from Regional Water [370] Capital Reserves;

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

The purpose of this report is to request Board approval for a further amendment to AE's contract to account for additional scope and the extension of contract and inspection services.

DISCUSSION

The Sunshine Coast Regional District (SCRD) received the final authorization under its Water License for the commissioning of these wells on June 30, 2023, and Substantial Project Completion was issued to the contractor. The system was placed into automatic operation on July 11, with concurrence from the engineer of record. The SCRD operations staff are in charge of operating the new water treatment plant. The two-year compliance monitoring of Soames Creek began in July as part of the operation of the water system. Full Commissioning was completed in December 2023, which included installation of the final electrical equipment. The engineers have signed off on the total completion of the construction works.

During Q4 2023 it was identified in meetings with the Ministry that additional flow data was needed to be collected and analyzed in support of the development of the Adaptive Management Plan (AMP) for the Environmental Flow Needs (EFN) for Soames Creek. The development of this AMP is one of the requirements of the Water Licence for the Church Road Wellfield.

Given AE's earlier involvement in the development of the AMP, they were best positioned to undertake part of the required tasks. The actual development of the AMP is under contract with ISL Engineering. As such, besides the now recommended contract amendment no further amendments to this contract with AE are anticipated.

Financial Implications

The current approved project budget is \$9,570,000 with contractual commitments totaling \$9,379,128. In approving an increase to the AE contract from \$1,520,000 to \$1,595,000, the total commitments become \$9,454,128. Table 1 below provides a summary of the current contract value, lists the new amendment proposed, and shows the total contract value in comparison to the approved project budget.

	Current	Proposed Amended
Approved Overall Project Budget	\$9.57 M	\$9.57 M
Other Contractual Commitments	\$7,859,128	\$7,859,128
AE Contract	\$1,520,000	\$1,595,000
Total Project Costs	\$9,379,128	\$9,454,128

The additional work being completed by AE is regulatory in nature and therefore, not optional. The recommended contract amendment is within the approved overall budget for this project of \$9.57 M. As the proposed amendment is within the approved budget limits, there is no requirement to amend the 2024-2028 Financial Plan.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus Area of Water Stewardship: Continue to explore, enhance, and develop groundwater and surface water sources.

CONCLUSION

AE was retained by the SCR D to provide contract administration, site inspection, environmental, hydrogeological, and project closeout services.

During Q4 2023 the Ministry, in meetings with SCR D and AE, identified additional license requirements to meet and ensure compliance with the provincial Environmental Flow Needs. This required further analysis and technical expertise. The result is the necessity of an extension of contract and additional technical assessments from AE.

AE has submitted their cost estimate for this extension and additional work in the amount of \$75,000. Staff recommend amending the contract value by \$75,000 to an up to amount of \$1,595,000, excluding GST. Staff also recommend that the delegated authorities be authorized to execute this contract amendment.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – April 25, 2024

AUTHOR: Jesse Waldorf, Manager, Capital Projects

SUBJECT: EXPOSED WATERMAIN REHABILITATION CHAPMAN CREEK CROSSING UPDATE

RECOMMENDATION(S)

- 1) **THAT the report titled Exposed Watermain Rehabilitation Chapman Creek Crossing Update be received for information;**
 - 2) **AND THAT contract 2337009 with Jewel Holdings Ltd. be amended to include exposed watermain rehabilitation of an additional two Chapman Creek crossings;**
 - 3) **AND THAT the contract with Jewel Holdings Ltd. for exposed watermain rehabilitation be increased by an additional \$414,050 for a total contract value not to exceed \$557,050 (plus GST);**
 - 4) **AND THAT the Exposed Watermain Rehabilitation Budget be increased by \$74,469 to be funded from [370] Regional Operating Reserves;**
 - 5) **AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

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

Due to receipt of only one bid for all three crossings exceeding the approved budget, crossing No. 1 with the lowest value was recommended to be awarded. Staff therefore recommended the award of RFP 2337009 to Jewel Holdings Ltd. (Jewel) for rehabilitation of crossing No. 1.

At the regular Board meeting of November 23, 2023 the Board made the following recommendation:

348/23 THAT the report titled Request for Proposal (RFP) 2337009 Exposed Watermain Rehabilitation Chapman Creek Crossing – Contract Award be received for information;

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);

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

AND THAT the Exposed Watermain Rehabilitation project funding source be modified to [370] Regional Water Operational Reserves;

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

As part of the 2024 Budget, the Board approved:

376/23
(in part)

Recommendation No. 37 *Regional Water Service [370] - 2024 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2024 Round 2 Budget:

- Budget Proposal 5 – Exposed Watermain Rehabilitation Budget Increase, \$400,000 funded \$350,000 from Operating Reserves and \$50,000 from User Fees

The purpose of this report is to request that the Board include all three crossings of exposed watermain rehabilitation along Chapman Creek in the construction contract with Jewel to increase the contract value for a value not to exceed \$557,050 (plus GST) and to increase the funding of this project by \$74,469 from Operating Reserves.

DISCUSSION

Staff have developed two options for the Board's consideration.

Option 1: Maintenance of all three watermain crossings in 2024 (recommended)

Jewel have indicated they are willing to hold the pricing to do the work on all three crossings as it was originally tendered. Jewel agreeing to hold this price represents a substantial savings vs retendering the remaining sections in the future. A separate tendering of the two outstanding crossings would most likely have resulted in increased costs due to inflation, additional staff time for a second RFP, and additional mobilization costs from a successful bidder.

It has been confirmed that awarding the two outstanding crossings to Jewel aligns with SCRD Purchasing policies and related regulatory framework.

The pipe coatings are also continuing to deteriorate and may result in more work in the future should the Board choose not to proceed with this work in 2024.

Unfortunately, a recent more detailed review has identified that the additional budget as approved as part of the 2024 budget process did not include enough contingency amount, nor did it adequately address staff time. As such, an additional budget increase is recommended of \$74,469 which includes an approximate 10% contingency. The fixed price nature of the contract and the limited risk factors associated with the work lead staff to believe this is sufficient.

Financial Implications

	Value of Construction (excluding GST)
Chapman Creek Crossing Total for three Sections	\$506,409
Contingency (10%)	\$50,641
Total Jewel Contract	<u>\$557,050</u>
Staff time	\$42,017
Previous commitments	\$1,600
Total Required Budget	<u>\$600,667</u>
Approved Budget	\$526,198
Total Funds Required	<u>\$74,469</u>

The Regional Water service [370] is trending toward an operating surplus due to ongoing staffing vacancies. Therefore, it is not to being recommended to action an amendment to the Financial Plan Bylaw yet. Updates will be provided at the Q2 and Q3 variance reports. If additional funding is required, the current uncommitted balance in the Regional Water Service [370] Operating Reserve is \$3,638,907.

Option 2: Deferring maintenance work on one crossing to 2025

This option would defer the remaining work to at least 2025. The work was identified in a 2015 conditional assessment report prepared by Opus Dayton and Knight as exposed sections of watermain that required remediation to prevent further deterioration, minimize the risk of asset failure, and achieve the rated functional life of the asset. Any additional delays will further reduce the life of the asset and will likely result in increased costs due to inflation, additional staff time for a second RFP, and additional mobilization costs from a successful bidder.

Timeline for next steps or estimated completion date

Option 1: Based on the preliminary construction schedule provided by Jewel, it is expected that work will begin in June 2024, and be completed by the end of July 2024.

Option 2: Work on the first two crossings would begin in June 2024 and be completed by the end of July 2024. The maintenance work for the final crossing would be retendered in 2024 for a project delivery anticipated for Q2 / Q3 2025.

STRATEGIC PLAN AND RELATED POLICIES

This staff report is aligned with the Board’s Service Delivery Focus Area of Water Stewardship: Continually improve the operations of all the Regional District’s aging water systems.

CONCLUSION

In accordance with the SCRD’s Procurement Policy, an RFP was issued for the rehabilitation of three exposed watermains spanning across Chapman Creek. One compliant bid was received and exceeded the budget for this project. As a result, the initial contract for construction for the rehabilitation of one section of the exposed watermains was awarded to Jewel in the amount up to \$143,000 (plus GST).

As part of the 2024 budget deliberations, an additional \$400,000 was approved for the two-remaining exposed watermains. However, this budget did not include enough funds for staff time or contingency for all three crossings.

Staff recommend amending the contract with Jewel to include the two outstanding crossings, additional funding for this project of \$74,469 to be funded from [370] Regional Water Operational Reserves along with an associated 2024-2028 Financial Plan amendment.

Reviewed by:			
Manager	X - S. Walkey	Finance	X-T. Perreault
GM	X – R. Rosenboom	Legislative	X - S. Reid
CAO	X - D. McKinley	Purchasing	X - V. Cropp