



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, FEBRUARY 22, 2024

AGENDA

CALL TO ORDER 1:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of February 8, 2024 Annex A
Pages 3 - 26
3. Special Board meeting minutes of February 20, 2024 *To Come
Forward*

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

4. Committee of the Whole recommendation Nos. 1 – 7 of February 8, 2024 Annex B
pp 27 - 29
5. Electoral Area Services Committee recommendation Nos. 1 - 4 of February 15, 2024 Annex C
pp 30 - 31
6. Contract Award for Request for Proposal 2313601 Climate Adaptation, Coastal Flooding – *Manager, Sustainable Development* Annex D
pp 32 - 33
(Voting – All Directors - Weighted Vote)

COMMUNICATIONS

NOTICE OF MOTION

BYLAWS

- | | |
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| <p>7. <i>Sunshine Coast Regional District 2024-2028 Financial Plan Bylaw No. 764, 2024</i>
 <i>First, second, third readings, and adoption</i>
 <i>(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, sNGD-1)</i></p> | <p><i>To Come Forward</i></p> |
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DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (e) and (k) of the *Community Charter* – “personal information about an identifiable individual [...]”; “the acquisition, disposition or expropriation of land or improvements [...]”; “negotiations and related discussions respecting the proposed provision of a municipal service [...]”

ADJOURNMENT



SUNSHINE COAST REGIONAL DISTRICT

FEBRUARY 8, 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	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	A. Toth
		District of Sechelt	D. Inkster
		Town of Gibsons	S. White (in part)
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	General Manager, Corporate Services		T. Perreault
	General Manager, Planning and Development		I. Hall
	General Manager, Community Services		S. Gagnon
	General Manager, Infrastructure Services		R. Rosenboom
	Manager, Facility Services		A. van Velzen (in-part)
	Executive Coordinator		C. Armitage
	Acting Deputy Corporate Officer/Recorder		K. Wiebe
	Media		1
	Public		3

**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.

AGENDA It was moved and seconded

035/24 THAT the agenda for the meeting be adopted as presented.

CARRIED

MINUTES

Minutes It was moved and seconded

036/24 THAT the Board meeting minutes of January 25, 2024 be adopted.

CARRIED

PRESENTATIONS AND DELEGATIONS

Gaetan Royer, Interim Chair of the Sunshine Coast Chamber of Commerce, and Doug Marteinson, legacy member of Gibsons Chamber of Commerce and member of Sunshine Coast Chamber of Commerce, made a presentation regarding the strategic plan of the Sunshine Coast Chamber of Commerce for 2024.

SCCoC **It was moved and seconded**

037/24 THAT the presentation regarding *Sunshine Coast Chamber of Commerce* be received for information;

CARRIED

REPORTS

COW **It was moved and seconded**

038/24 THAT Committee of the Whole recommendation Nos. 1 - 9 of January 25, 2024 be received, adopted and acted upon as follows:

Recommendation No. 1 *Solid Waste Disposal Options*

THAT the presentation from Tony Sperling, P. Eng., Chief Engineer, Sperling Hansen Associates titled *Sunshine Coast Regional District Search for Solid Waste Disposal Options* be received for information.

Recommendation No. 2 *Future Long-Term Solid Waste Disposal Options*

THAT the report titled *Future Long-Term Solid Waste Disposal Options – Project Update* be received for information;

AND THAT as part of the next steps for the *Future Long-Term Solid Waste Disposal Options* project:

- a) Staff undertake a detailed feasibility study for exporting waste; and
- b) Staff engage with Sunshine Coast local governments, First Nations, interested parties and residents on the feasibility of future solid waste disposal options in support of the *Solid Waste Management Plan Update* process and the future of solid waste management on the Sunshine Coast.

Recommendation No. 3 *Water Systems Fire Flow Update – SCRD Bylaw / Practice Review*

THAT the report titled *Water Systems Fire Flow Update – SCRD Bylaw / Practice Review* be received for information.

038/24 cont.

Recommendation No. 4 *Youth Programs, Recreation Programs and Youth Centres*

THAT the report titled Youth Programs, Recreation Programs and Youth Centres be received for information.

Recommendation No. 5 *Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports Grant Application*

THAT the report titled Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports Grant Application be received for information;

AND THAT a grant application of up to \$1,500,000 for Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District (SCRD); AND THAT the SCRD supports the project and is willing to provide overall grant management;

AND FURTHER THAT requests for resolutions of support be forwarded to the Town of Gibsons, District of Sechelt and shíshálh Nation Government District.

Recommendation No. 6 *Microsoft 365 Licensing Renewal 2024*

THAT the report titled Microsoft 365 Licensing Renewal 2024 be received for information;

AND THAT a contract be initiated with Online Business Systems for one year's provisioning of Microsoft 365 licensing up to a value of \$190,000 (excluding GST);

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

Recommendation No. 7 *Parcel Tax Roll Review Panel*

THAT the report titled Parcel Tax Roll Review Panel be received for information;

AND THAT:

- Directors Toth, Lee, Gabias be appointed to the Parcel Tax Roll Review Panel;
- The Parcel Tax Roll Review Panel sitting be scheduled for February 22, 2024 at 9:00 a.m. to be held in the Sunshine Coast Regional District (SCRD) Boardroom; and
- The Chief Financial Officer be appointed Collector for the SCRD.

038/24 cont. **Recommendation No. 8** *Director Constituency and Travel Expenses*

THAT the report titled Director Constituency and Travel Expenses for Period Ending December 31, 2023 be received for information.

Recommendation No. 8 *Contracts Between \$50,000 and \$100,000*

THAT the report titled Contracts Between \$50,000 and \$100,000 from October 1, 2023 to December 31, 2023 be received for information.

CARRIED

FIN **It was moved and seconded**

039/24 THAT the Finance Committee – Round 2 Budget recommendation Nos. 1 – 8, 10 – 11, and 13 - 59 of February 5 and 6, 2024 be received, adopted and acted upon as follows:

Recommendation No. 1 *2024-2028 Financial Plan Update at Round 2*

THAT the presentation titled Sunshine Coast Regional District Round 2 Budget be received for information.

Recommendation No. 2 *2024 Preliminary Property Assessment Impacts*

THAT the report titled 2024 Preliminary Property Assessment Impacts be received for information.

Recommendation No. 3 *Canada Community – Building Fund – Community Works and Growing Communities Funds Updates*

THAT the report titled Canada Community – Building Fund – Community Works and Growing Communities Funds Updates be received for information.

Recommendation No. 4 *Sunshine Coast Regional District Debt as at December 31, 2023*

THAT the report titled Sunshine Coast Regional District Debt as at December 31, 2023 be received for information.

Recommendation No. 5 *2023 Preliminary Surplus / Deficits*

THAT the report titled 2023 preliminary Surplus / Deficits be received for information;

AND THAT as per the Sunshine Coast Regional District (SCRD) Financial Sustainability Policy, the 2023 surpluses be transferred to reserves as detailed in Attachment A of the report;

039/24 cont.

AND THAT the following deficits be funded from Operating Reserves:

- [135] Corporate Sustainability Services - \$2,370;
- [210] Gibsons and District Fire Protection - \$77,861;
- [212] Roberts Creek Fire Protection - \$39,134;
- [216] Halfmoon Bay Fire Protection - \$22,747;
- [220] Emergency Telephone 911 - \$15,921;
- [312] Fleet Maintenance - \$13,211;
- [390] Merrill Crescent Waste Water Plant - \$2,464;
- [393] Lily Lake Waste Water Plant - \$2,454;
- [640] Gibsons and Area Library - \$9,976;
- [650] Community Parks - \$114,702;

AND FURTHER THAT the [222] Sunshine Coast Emergency Planning deficit of \$37,087 be funded from 2024 Taxation.

Recommendation No. 6 *Final 2023 Project Carry-Forwards*

THAT the report titled Final 2023 Project Carry-Forwards be received for information;

AND THAT the final year of the 3-year pilot (0.25 FTE) for Facility Operator Trainee be cancelled

AND THAT the Mount Elphinstone Watershed Strategy project be cancelled, and the funds be returned to the Regional Planning [500] Operating Reserve;

AND THAT the Langdale Waste Water Treatment Plant Building Repairs be cancelled, and the funds returned to the Langdale Waste Water Plant [388] Operating Reserve;

AND THAT the Regional Water / South Pender Harbour / North Pender Harbour Feasibility Study Long-Term Surface Water Source projects be abandoned;

AND THAT the funds from the South Pender Harbour [366] and North Pender Harbour [365] Feasibility Study Long-Term Surface Water Source projects be returned to their respective Operating Reserves;

AND THAT \$75,355 from the Regional Water Feasibility Study Long-Term Surface Water Sources project be reallocated to the Feasibility Study Long-Term Ground Water Supply Sources project;

AND THAT staff prepare a budget proposal for a new Feasibility Study Long-Term Surface Water Source project as part of the 2025 Budget process;

AND FURTHER THAT any remaining ongoing 2023 projects and associated funding be included in the 2024-2028 Financial Plan as presented.

039/24 cont.

Recommendation No. 7 *Supporting Documents to Budget Process*

THAT the 2023 Carry-Forwards and 2024 Proposed Initiatives Summary – Updated to Round 2 Budget be received for information.

Recommendation No. 8 *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Solid Waste Services [350, 351, 352] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 1 – Vertical Expansion Sechelt Landfill – Design Phase (0.13 FTE), \$165,000 funded \$100,000 from Operating Reserves and \$65,000 from Growing Communities Fund (\$15,000 being used for wage allocation).

Recommendation No. 10 *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

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

- Budget Proposal 3 – Site Improvements for Sechelt Landfill, \$70,000 for 2024 funded through Taxation and \$56,000 for 2025 which includes a base budget increase of \$11,000 for testing and maintenance.

Recommendation No. 11 *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

THAT the following budget proposal be abandoned:

- Budget Proposal 4 – Solid Waste Contracts [350, 351, 352] Base Budget Increase, \$389,403 funded through Taxation for 2024, \$412,685 for 2025 and \$524,879 for 2026;

AND THAT the current practice of amending the 2024-2028 Financial Plan as required when Solid Waste Contracts awards are presented to the Board be maintained.

Recommendation No. 13 *Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 6 – Sechelt Landfill Internet Connectivity Improvements, \$25,000 funded from Operating Reserves.

039/24 cont.

Recommendation No. 14 *Water Supply Plan Feasibility Study Long-Term Groundwater Supply Sources (Groundwater Investigation Phase 5)*

THAT the report titled 2024 Round 2 Budget Proposal for Water Supply Plan Feasibility Study Long-term Groundwater Supply Sources (Groundwater Investigation Phase 5) be received for information;

AND THAT the contract awarded to Kalwij Water Dynamics Inc. (KWD) be amended for a value not to exceed \$548,355;

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

Recommendation No. 15 *Langdale Wellfield Development Project – Financial and Legislative Implications*

THAT the report titled Langdale Wellfield Development Project – Financial and Legislative Implications be received for information.

Recommendation No. 16 *Regional Water Service [370] - 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Regional Water Service [370] be received for information;

AND THAT the following budget proposal be deferred until 2025:

- Budget Proposal 1 – Raw Water Reservoir – Site B, \$150,000 funded from Operating Reserves.

Recommendation No. 17 *Regional Water Service [370] - 2024 R2 Budget Proposal*

THAT the following budget proposal be deferred until 2025:

- Budget Proposal 2 – Langdale Well Field Construction, \$22,750,000 funded predominately by Long-Term Debt and supported by Canada Community – Building Fund - Community Works Funds and Growing Communities Funds and other potential contributions.

Recommendation No. 18 *Regional Water Service [370] - 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 3 – Aquifer 560 Watershed Agreement, \$30,550 funded from Operating Reserves;

AND THAT \$100,000 be allocated from Electoral Area E Canada Community – Building Fund – Community Works Funds toward the future construction phase.

039/24 cont.

Recommendation No. 19
*Budget Proposal**Regional Water Service [370] - 2024 R2*

THAT the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 7 – Development and Implementation of Chapman Creek Environmental Monitoring Plan, \$150,000 funded from Operating Reserves with additional monitoring to meet regulatory requirements in an amount of \$200,000 for 2025 and \$150,000 for 2026.

Recommendation No. 20
*Budget Proposal**Water Services [365 / 366 / 370] - 2024 R2*

THAT the report titled 2024 Round 2 Budget Proposal for Water Services [365 / 366 / 370] be received for information;

AND THAT the following budget proposal be deferred until 2025:

- Budget Proposal 2 – Service Review Utility Services, \$150,000 funded from Operating Reserves (5% to [365], 10% to [366], 85% to [370]).

Recommendation No. 21
*Budget Proposal**Water Services [365 / 366 / 370] - 2024 R2*

THAT following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 5 – Senior Utility Technician (1.0 FTE), \$80,225 (prorated at 0.59 FTE for 2024), funded \$51,529 through Parcel Taxes and \$28,696 from User Fees (5% to [365], 10% to [366], 85% to [370]).

Recommendation No. 22
*Budget Proposal**Water Services [365 / 366 / 370] - 2024 R2*

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 6 – Senior Capital Projects Coordinator (1.0 FTE on a 3-year term), \$58,018 (prorated at 0.59 FTE for 2024), funded \$41,193 through Parcel Taxes and \$16,825 from User Fees (5% to [365], 10% to [366], 85% to [370]).

Recommendation No. 23
*Budget Proposal**Water Services [365 / 366 / 370] - 2024 R2*

THAT the following budget proposal be deferred to 2025:

039/24 cont.

- Budget Proposal 7 – Capital Project Engineer (1.0 FTE), \$85,925 (prorated at 0.59 FTE for 2024), funded \$69,930 through Parcel Taxes and \$21,995 from User Fees (5% to [365], 10% to [366], 85% to [370]).

Recommendation No. 24 *Water Services [365 / 366 / 370] - 2024 R2 Budget Proposal*

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

- Budget Proposal 9 – Fire Flow Action Plan, \$250,000 funded from Operating Reserves (20% to [365], 26% to [366], 54% to [370]);
- Budget Proposal 10 – Utility Services Engineer (1.0 FTE), \$77,607 (prorated at 0.67 FTE for 2024), funded \$77,607 from User Fees (5% to [365], 10% to [366], 85% to [370]).

Recommendation No. 25 *Various Services – Environmental Technician*

THAT the report titled 2024 Round 2 Budget Proposal for Environmental Technician [351 / 352 / 365 / 366 / 370 / 381-395] be received for information;

AND THAT that the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 1 – Environmental Technician (1.0 FTE), \$56,452 (prorated at 0.60 FTE for 2024), funded \$10,276 from Capital Reserves and \$46,176 from User Fees/Tipping Fees (5% to [351], 15% to [352], 5% to [365], 10% to [366], 55% to [370], 10% to [381-395]).

Recommendation No. 26 *Wastewater Treatment Plants [381-395] – 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Wastewater Treatment Plants [381-395] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 3 - Lee Bay Wastewater Treatment Plant [386] – Generator Replacement, \$81,000 funded from Capital Reserves.

Recommendation No. 27 *Public Transit [310] – 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Public Transit [310] be received for information;

039/24 cont.

AND THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 2 – 2024 Transit Expansion Priorities (1.56 FTE), \$32,403 (prorated at 0.12 FTE for 2024 due to timing) funded \$300 through Revenues, \$12,346 through Taxation, \$19,757 BC Transit Share.

Recommendation No. 28 *Public Transit [310] – 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Budget as amended, as follows:

- Budget Proposal 3 – Transit Operations and Driver Support – Additional FTE Request (Superintendent and Dispatch, 1.96 FTE, inclusive of backfill) \$218,600 (prorated at 1.56 FTE for 2024) funded through Taxation and \$281,200 for 2025.

Recommendation No. 29 *Public Transit [310] – 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 4 – Free Transit for Youth, \$28,850 prorated start of September 2024 funded from Operating Reserves for 2024 and that the information collected be reviewed after 2024.

Recommendation No. 30 *Ports Services [345] – 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Ports Services [345] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 2 – Major Capital Projects, \$219,500 funded from Canada Community – Building Fund – Community Works Funds allocated based on the Ports Bylaw service apportionment percentages as follows:
 - Community Works Funds –Electoral Area B (21%) \$46,095, Electoral Area D (17%) \$37,315, Electoral Area E (12%) \$26,340, and Electoral Area F (50%) \$109,750.

Recommendation No. 31 *Community Recreation Facilities [615] – 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Community Recreation Facilities [615] be received for information;

039/24 cont.

AND THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 2 – Ice Operations Budget Alignment, \$127,000 (includes 0.65 FTE not prorated for 2024 - \$66,300) funded \$46,500 through Taxation and \$80,500 from User Fees.

Recommendation No. 32 *Community Recreation Facilities [615] – 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 3 – Gibsons and Area Community Centre (GACC) Facility Upgrades (Junior Hockey) Sunshine Coast Regional District Project Leadership \$63,515 (includes 0.38 FTE one-time not prorated for 2024 - \$41,815) funded through Taxation;

Recommendation No. 33 *Community Recreation Facilities [615] – 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 4 – Sunshine Coast Arena (SCA) Water Well Investigation, \$63,000 funded from the Growing Communities Fund.

AND THAT the District of Sechelt be approached for a potential cost share opportunity.

Recommendation No. 34 *Various Services – Recreation Software Implementation*

THAT the report titled 2024 Round 2 Budget Proposal for Recreation Software Implementation [614 / 625 / 650 / 680] be received for information;

AND THAT the following budget proposal be deferred to 2027:

- Budget Proposal 1 – Recreation Software Implementation, \$174,525 (total 0.65 FTE over two years 0.57 FTE for 2024 and 0.08 FTE for 2025) funded through Taxation ([615] Recreation Facilities Services 93% - \$162,309, [625] Pender Harbour Aquatic and Fitness Centre 4% - \$6,981, [650] Community Parks 2% - \$3,490, and [680] Dakota Ridge Service Area 1% - \$1,745).

Recommendation No. 35 *Community Parks [650] – 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Community Parks [650] be received for information;

039/24 cont.

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

- Budget Proposal 3 – Parks Facilities Booking Technician (0.70 FTE), \$21,700 (prorated at 0.23 FTE for 2024) funded through Taxation.

Recommendation No. 36 *Community Parks [650] – 2024 R2 Budget Proposal*

THAT the following budget proposal be deferred to 2025:

- Budget Proposal 4 – Parks Service Review, \$35,000 funded through Taxation.

Recommendation No. 37 *Community Parks [650] – 2024 R2 Budget Proposal*

THAT the Budget Proposal 2 – Cliff Gilker Sports Field Irrigation System (0.04 FTE), \$195,000 approved and incorporated at 2024 Round 1 Budget to be funded through the Canada Community - Building Funds – Community Works funds be apportioned as follows:

- Electoral Area A – 12.5% - \$24,375;
- Electoral Area B – 12.5% - \$24,375;
- Electoral Area D – 50% - \$97,500;
- Electoral Area E – 12.5% - \$24,375;
- Electoral Area F – 12.5% - \$24,375.

Recommendation No. 38 *Gibsons and District Fire Protection [210] – 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Gibsons and District Fire Protection [210] be received for information;

AND THAT the following budget proposal be deferred to 2025:

- Budget Proposal 1 – Gibsons and District Volunteer Fire Department Assistant Fire Chief - Prevention and Safety (1.0 FTE), \$72,056 (prorated at 0.50 FTE for 2024) funded through Taxation (proposed for one year pending results of a resourcing study of three Sunshine Coast Regional District fire departments).

Recommendation No. 39 *Gibsons and District Fire Protection [210] - 2024 R2 Budget Proposal*

THAT a temporary (12-month) amendment to the firefighter compensation model of \$35,000 funded through Taxation, to be deployed in consultation with volunteer firefighters;

AND THAT staff be directed to prepare a 2024 action plan that includes, at least:

039/24 cont.

- Engagement with volunteer firefighters around recognition and compensation;
- Raising public awareness of the contributions made by volunteer firefighters;
- A report to the Board prior to the 2025 budget process;

AND FURTHER THAT cost-shared funding of \$5,000 from Operating Reserves be provided to support this action plan.

Recommendation No. 40 *Roberts Creek Fire Protection [212]
2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Roberts Creek Fire Protection [212] be received for information;

AND THAT the following budget proposal be deferred to 2025:

- Budget Proposal 1 – Roberts Creek Volunteer Fire Department Assistant Fire Chief – Prevention, Training and Safety (0.5 FTE), \$29,395 (prorated at 0.25 FTE for 2024) funded through Taxation.

Recommendation No. 41 *Roberts Creek Fire Protection [212] - 2024
R2 Budget Proposal*

THAT a temporary (12-month) amendment to the firefighter compensation model of \$20,000 funded through Taxation, to be deployed in consultation with volunteer firefighters;

AND THAT staff be directed to prepare a 2024 action plan that includes, at least:

- Engagement with volunteer firefighters around recognition and compensation;
- Raising public awareness of the contributions made by volunteer firefighters;
- A report to the Board prior to the 2025 budget process;

AND FURTHER THAT cost-shared funding of \$5,000 funded from Operating Reserves be provided to support this action plan.

Recommendation No. 42 *Halfmoon Bay Fire Protection [216] – 2024
R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Halfmoon Bay Fire Protection [216] be received for information;

AND THAT the following budget proposal be deferred to 2025:

- Budget Proposal 1 – Halfmoon Bay Volunteer Fire Department Assistant Fire Chief – Prevention, Training and Safety (0.5 FTE), \$28,801 (prorated at 0.25 FTE for 2024) funded through Taxation.

039/24 cont.

AND THAT a temporary (12-month) amendment to the firefighter compensation model of \$22,000 funded through Taxation, to be deployed in consultation with volunteer firefighters;

AND THAT staff be directed to prepare a 2024 action plan that includes, at least:

- Engagement with volunteer firefighters around recognition and compensation;
- Raising public awareness of the contributions made by volunteer firefighters;
- A report to the Board prior to the 2025 budget process;

AND FURTHER THAT cost-shared funding of \$5,000 funded from Operating Reserves be provided to support this action plan.

Recommendation No. 43 *Egmont and District Fire Protection [218] – 2024 R2 Budget Proposal*

THAT a temporary (12-month) amendment to the firefighter compensation model of \$1,000 funded through Taxation, to be deployed in consultation with volunteer firefighters;

AND THAT staff be directed to prepare a 2024 action plan that includes, at least:

- Engagement with volunteer firefighters around recognition and compensation;
- Raising public awareness of the contributions made by volunteer firefighters;
- A report to the Board prior to the 2025 budget process;

AND FURTHER THAT Egmont and District Volunteer Fire Department be considered as part of the action plan.

Recommendation No. 44 *Emergency Telephone 911 [220] - 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Emergency Telephone 911 [220] be received for information;

AND THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 2 – Next Generation 911, \$45,000 UBCM grant funded.

Recommendation No. 45 *Sunshine Coast Emergency Program [222] – 2024 R2 Budget Proposal*

039/24 cont.

THAT the report titled 2024 Round 2 Budget Proposal for Sunshine Coast Emergency Program [222] be received for information;

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

- Budget Proposal 1 – Community Evacuation Planning Support – Contracted Support, \$62,500 for a 3-year contract funded through Taxation with possible grant funding available;
- Budget Proposal 3 – Emergency Support Services (ESS) Director Staffing Increase, (0.1 FTE), \$7,937 funded through Taxation;
- Budget Proposal 4 – Emergency Management Technician (1.0 FTE), \$46,239 (prorated at 0.5 FTE for 2024) funded through Taxation;
- Budget Proposal 5 – Sunshine Coast Emergency Program (SCEP) – After Hours Program Contact, \$20,000 funded through Taxation;
- Budget Proposal 6 – Emergency and Disaster Management Act – Indigenous Engagement Requirements, \$48,000 funded with Provincial Capacity Funding contribution.

Recommendation No. 46 *Rural Planning [504] - 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Rural Planning [504] be received for information;

AND THAT the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 1 – Planning Services Technical Review Baseline Staff Position (1.0 FTE) and Contract Planning Support, \$111,626 (prorated for Planning Technician 3 – 0.75 FTE for 2024 - \$74,126) funded from User Fees and Service Charges and Contracted Environmental Planning Support \$50,000 (prorated for 2024 \$37,500) funded through Taxation.

Recommendation No. 47 *Rural Planning [504] - 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 2 – Planning Enhancement Project 2 Staff Position (1.0 FTE), \$67,852 (prorated for GIS Technician 1 – 0.75 FTE for 2024) funded in 2024 \$25,000 from the Local Government Housing Initiatives Program Capacity Funding and \$42,852 through Taxation and in 2025 funded through Taxation.

039/24 cont.

Recommendation No. 48 *Rural Planning [504] - 2024 R2 Budget Proposal*

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

- Budget Proposal 3 –Development Approvals Process Review (DAPR) Implementation, \$75,000 funded through Taxation in Year 1 - \$50,000 for Change Management Resource and \$25,000 for Software Support Resources (2-year contract values \$100,000 for Change Management Resource and \$50,000 for Software Support Resources);
- Budget Proposal 4 – Housing Needs Assessment, \$55,000 funded from the Local Government Housing Initiatives Program Capacity Funding;
- Budget Proposal 5 – Regional Land Evaluation - Housing Potential, \$35,000 funded by Grant generated by Municipal Regional Destination Tax through Sunshine Coast Tourism to the Sunshine Coast Regional District \$27,656 and Taxation \$7,344.

Recommendation No. 49 *General Government [110] - 2024 R2 Budget*

THAT the report titled 2024 Round 2 Budget Proposal for General Government [110] be received for information;

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

- Budget Proposal 1 – Legislative Coordinator (1.0 FTE), \$95,199 (prorated at 0.80 FTE for 2024) funded through Taxation;
- Budget Proposal 4 – Organization Review – Phase II Implementation, \$30,000 funded from Operating Reserves.

Recommendation No. 50 *Finance [112 / 113] - 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Finance [112 / 113] be received for information;

AND THAT the following budget proposal be approved and incorporated as amended into 2024 Budget:

- Budget Proposal 1 – Utility Billing Program Resourcing (1.3 FTE over 2 years), \$72,500 (2024 - 1 FTE increase prorated to 0.8 FTE) funded from Support Services, Utility Fees (for billing portion) and Operating Reserves.

039/24 cont.

Recommendation No. 51 *Finance [112 / 113] - 2024 R2 Budget Proposal*

THAT the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 2 – Budget Software, \$250,000 funded from Operating Reserves (with 0.15 FTE Temporary Lift in 2024 to implement the project and estimated base budget increase of up to \$50,000 for software costs).

Recommendation No. 52 *Human Resources [115] - 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for Human Resources [115] be received for information;

AND THAT the following budget proposal be deferred to 2025 pending implementation of the 2024 Organizational Review:

- Budget Proposal 1 – Human Resources Capacity (0.60 FTE), \$48,000 (prorated at 0.40 FTE for 2024) funded from Support Services.

Recommendation No. 53 *Geographic Information Services [506] and Civic Addressing [510] - 2024 R2 Budget Proposal*

THAT the report titled 2024 Round 2 Budget Proposal for [506] Geographic Information Services and [510] Civic Addressing be received for information;

AND THAT the following budget proposal be approved and incorporated into 2024 Budget:

- Budget Proposal 1 – Mapping Orthophoto Refresh 2024, \$75,000 funded from Operating Reserves ([506] - \$60,000 and [510] \$15,000);

AND FURTHER THAT the annual reserve contribution of \$15,000 be deferred for 2024, 2025, and 2026 and re-instated in the 2027-2031 Financial Plan.

Recommendation No. 54 *Various Services – Corporate Security Assessment and Implementation*

THAT the report titled 2024 Round 1 Budget Proposal for Various Services – Corporate Security Assessment and Implementation [116 / 114 / 118 / 210 / 212 / 216 / 218 / 222 / 315 / 351 / 352 / 366 / 370 / 615] be received for information;

AND THAT the following budget proposal be approved and incorporated into 2024 budget:

039/24 cont.

- Budget Proposal 1 – Corporate Security Assessment and Implementation, \$100,000 funded from Operating Reserves and Support Services;
 - 116 Professional Fee (Assessment) \$60,000
 - 114 Contract Services CCTV \$4,500
 - 210 Contract Services CCTV \$3,000
 - 212 Contract Services CCTV \$1,500
 - 216 Contract Services CCTV \$3,000
 - 218 Contract Services CCTV \$1,500
 - 222 Contract Services CCTV \$7,000
 - 315 Contract Services CCTV \$4,000
 - 351 Contract Services CCTV \$1,500
 - 352 Contract Services CCTV \$1,500
 - 366 Contract Services CCTV \$1,500
 - 370 Contract Services CCTV \$4,000
 - 615 Contract Services CCTV \$7,000.

Recommendation No. 55 *Community Partners Decisions – 2024 Budget Requests*

THAT the report titled Community Partners Decisions – 2024 Budget Requests be received for information;

AND THAT the 2024 budget submission from Halfmoon Bay-Chatelech Community School be approved and incorporated as \$10,000 for Restorative Justice Practices funded from Electoral Area Grant-in-Aid Community Schools [125] and \$2,700 for Tween Nights funded from Regional Recreation [670];

AND THAT the 2024 budget submission from Roberts Creek Community School be approved and incorporated as \$10,100 for Nights Alive Youth Program funded from Regional Recreation [670];

AND THAT the 2024 budget submission from Gibsons Area Community School be approved and incorporated as \$10,000 for Youth Program funded from Regional Recreation [670];

AND THAT the 2024 budget submission from Sechelt Community Schools be approved and incorporated as \$10,000 for Youth Programs both funded from Regional Recreation [670];

AND THAT the 2024 budget submissions from Sunshine Coast Community Services be approved and incorporated as \$55,259 for the Youth Outreach Worker Program funded by 50% Population and 50% Assessment for each Electoral Area Grant-in-Aid [121, 122, 127, 128, 129];

AND THAT the Sunshine Coast Regional Economic Development Organization (SCREDO) be funded \$190,145 for 2024 from Electoral Areas' Economic Development (Area A [531] - \$45,940, Area B [532] - \$41,482, Area D [533] - \$37,561, Area E [534] - \$24,722, and Area F [535] - \$40,440);

039/24 cont. AND FURTHER THAT the draft 2024-2028 Financial Plan be amended accordingly.

Recommendation No. 56 *Community Partners Decisions – 2024 Budget Requests*

THAT the 2024 budget submission from Sechelt Community Schools be approved and incorporated as \$52,000 for the Sechelt Youth Centre funded from Regional Recreation [670];

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

Recommendation No. 57 *Community Partners Decisions – 2024 Budget Requests*

THAT the 2024 budget submissions from Pender Harbour Community School be approved and incorporated as \$16,000 for the Youth Programs funded from Regional Recreation [670] and \$46,000 for Recreation Programs funded from Regional Recreation [670] for \$36,800 and Electoral Area A Grant-in-Aid [121] for \$9,200;

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

Recommendation No. 58 *Sechelt Public Library*

THAT the report from the Sechelt Public Library regarding 2024 Budget, Updates and Programs be received for information.

Recommendation No. 59 *Electoral Areas' Grant-in-Aid Discretionary*

THAT the report titled Electoral Areas' Grant-in-Aid Discretionary Balances for 2024 be received for information;

AND THAT Electoral Areas' Grant-in-Aid Discretionary Balances be amended and incorporated into the 2024 Budget as follows:

- Electoral Area A [121] (use \$261 surplus and \$1,739 through Taxation to increase discretionary); \$21,000
- Electoral Area B [122] (use \$1,037 surplus to increase discretionary); \$19,664
- Electoral Areas E and F [123] (use \$2,428 surplus to increase discretionary); \$6,428
- Community Schools (use \$610 surplus to reduce taxation); \$10,000
- Greater Gibsons Community Participation [126] (use \$1,132 surplus to increase discretionary); \$11,132
- Electoral Area D [127] (use \$260 surplus to reduce taxation); \$25,000
- Electoral Area E [128] (use \$2,209 surplus to increase discretionary); \$17,209
- Electoral Area F [129] (use \$2,006 surplus to increase discretionary); \$17,006

039/24 cont. AND FURTHER THAT the draft 2024-2028 Financial Plan be amended accordingly.

Director White opposed

CARRIED

FIN **It was moved and seconded**

040/24 THAT the Finance Committee – Round 2 Budget recommendation No. 9 of February 5 and 6, 2024 be received, adopted and acted upon as follows:

Recommendation No. 9 Solid Waste Services [350, 351, 352] - 2024 R2 Budget Proposal

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 2 – Sechelt Landfill Contact Water Pond Relocation – Construction (0.17 FTE), \$520,000 funded from The Growing Communities Fund (\$20,000 being used for wage allocation).

Director McMahon opposed

CARRIED

FIN **It was moved and seconded**

041/24 THAT the Finance Committee – Round 2 Budget recommendation No. 12 of February 5 and 6, 2024 be received, adopted and acted upon as follows:

Recommendation No. 12 Solid Waste Services [350, 351, 352] – 2024 R2 Budget Proposal

THAT the following budget proposal be approved and incorporated into the 2024 Budget:

- Budget Proposal 5 – Solid Waste Operations Technician (1.0 FTE), \$65,233 (prorated at 0.66 FTE for 2024) funded through Taxation.

Directors Toth, Inkster and White opposed

CARRIED

The Board recessed at 1:37 p.m. and reconvened at 1:47 p.m.

Director White left the meeting at 1:47 p.m.

Water Modeling

It was moved and seconded

042/24

THAT the report titled Water Systems Modelling Engineering Services Contract Amendment be received for information;

AND THAT the contract with GeoAdvice Engineering Inc. be increased up to an additional \$34,155 for a total not to exceed \$284,155 (excluding GST), which includes a \$7,265 contingency allowance;

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

CARRIED

GACC Chiller

It was moved and seconded

043/24

THAT the report titled GACC Chiller Replacement Pre-Order Award Report be received for information;

AND THAT a Letter of Intent to Pre-Order the replacement chiller for the GACC be issued to Alfa Laval Inc (Canada) in the amount of up to \$134,357 (excluding GST);

AND FURTHER THAT the delegated authorities be authorized to execute the Letter of Intent.

CARRIEDNoise Bylaw
Exemption**It was moved and seconded**

044/24

THAT the report title Request for Exemption from SCRD Noise Control Bylaw No. 597 for Albergo Productions Inc. be received for information;

AND THAT enforcement against Albergo Productions Inc. under *Sunshine Coast Regional District Noise Control Bylaw No. 597, 2008* be waived on February 9, 22, 23 and 26, 2024 in order for Albergo Productions Inc. to perform filming and activities related to film production at 2854 Lower Road, Camp Byng, located at 2139 Lower Road, 3063 Lower Road, and 3081 Lower Road, all located in Roberts Creek (Electoral Area D);

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

CARRIED**COMMUNICATIONS**

Legislative Reform

It was moved and seconded

045/24

THAT the letter from Vanessa Craig, Chair, Regional District of Nanaimo, dated January 19, 2024, be received for information.

045/24 cont. AND That the Board of the Sunshine Coast Regional District send a letter of support to the Regional District of Nanaimo regarding their request that the UBCM Executive form a working group on legislative reform.

CARRIED

DIRECTORS REPORTS

The Directors provided a verbal update regarding their activities.

IN CAMERA

The Board moved In Camera at 2:06 p.m.

IN CAMERA **It was moved and seconded**

046/24 THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer ...”.

CARRIED

The Board moved out of In Camera at 2:15 p.m.

RELEASE OF ITEMS FROM IN CAMERA

Recycling Depot
Site Operations **It was moved and seconded**

047/24 THAT staff investigate options for the recycling of residential packaging and paper products and books on the Sunshine Coast, contingent upon required resources being approved as part of the 2024 budget process.

CARRIED

GRIPS Contract **It was moved and seconded**

048/24 THAT the Sunshine Coast Regional District extend the existing contract with the Green Recycling in Pender Society to provide the site and operate a collection depot for residential packaging and paper products for an additional two (2) year term expiring November 30, 2025;

AND THAT staff be authorized to negotiate up to a maximum 15% increase in the cost for this contract compared to the November 2023 monthly pricing;

AND THAT the contract with the Green Recycling in Pender Society be increased in the amount of up to \$387,584 (plus GST), which will result in an amended total contract value of up to \$869,437 (plus GST);
AND THAT the delegated authorities be authorized to execute the contract;

048/24 cont. AND FURTHER THAT the increases be reflected in the draft 2024-2028 Financial Plan accordingly.

CARRIED

Salish Environmental
Contract

It was moved and seconded

049/24 THAT the Sunshine Coast Regional District extend the existing contract with Salish Environmental Group Inc. to provide the site and operate a collection depot for residential packaging and paper products for an additional two (2) year term expiring November 30, 2025;

AND THAT staff be authorized to negotiate up to a maximum of a 15% increase in the cost for this contract compared to the November 2023 monthly pricing;

AND THAT the contract with Salish Environmental Group Inc. be increased up to the amount of \$340,584 (plus GST), which will result in an amended total contract value of up to \$771,984 (plus GST);

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

AND FURTHER THAT the increases be reflected in the draft 2024-2028 Financial Plan accordingly.

CARRIED

WASAC

It was moved and seconded

050/24 THAT the resignation of Graham Moore from the Water Supply Advisory Committee (WASAC) be received in accordance with section 4.8 of the WASAC Terms of Reference which provides that "Members who are absent for four consecutive meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board;

AND THAT a letter of thanks be sent to Graham Moore acknowledging his volunteer contributions to the Committee.

CARRIED

ADJOURNMENT

051/24 THAT the Regular Board meeting be adjourned.

CARRIED

The meeting adjourned at 2:15 p.m.

Certified correct _____

Corporate Officer

Confirmed this _____ day of _____

Chair

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

February 8, 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 E	D. McMahon
	Directors	Electoral Area A Electoral Area B Electoral Area D Electoral Area F Town of Gibsons District of Sechelt District of Sechelt	L. Lee J. Gabias K. Backs K. Stamford S. White A. Toth D. Inkster
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Infrastructure Services		R. Rosenboom
	GM, Planning and Development		I. Hall
	GM, Community Services		S. Gagnon
	Assistant Manager, Utility Services		M. O'Rourke (part)
	Chief – Roberts Creek Volunteer Fire Department		P. Higgins (part)
	Manager, Sustainable Development		R. Shay (part)
	Recording Secretary		L. Mosimann
	Media		1
	Public		46 (part)

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

CALL TO ORDER 9:32 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Water System Fire Flow Update – Results Part 1*

The Committee of the Whole recommended that the report titled Water System Fire Flow Update – Results Part 1 be received for information.

Recommendation No. 2 *Automatic Aid Agreement with Sechelt Fire Protection District and Pender Harbour Fire Protection District*

The Committee of the Whole recommended that the report titled Automatic Aid Agreement with Sechelt Fire Protection District and Pender Harbour Fire Protection District be received for information;

AND THAT the Automatic Aid Agreement with Sechelt Fire Protection District and Pender Harbour Fire Protection District be approved as amended;

AND FURTHER THAT the 2008 Automatic Aid Agreement between the Sunshine Coast Regional District (on behalf of the Egmont and District Fire Department) and the Pender Harbour Fire Protection District be rescinded.

Recommendation No. 3 *Community Emergency Preparedness Fund Grant Application – Emergency Operations Centre (EOC) Equipment and Training*

The Committee of the Whole recommended that the report titled Community Emergency Preparedness Fund Grant Application – Emergency Operations Centre (EOC) Equipment and Training be received for information;

AND THAT the grant application of up to \$30,000 for the Emergency Operations Centre (EOC) Equipment and Training be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;

AND FURTHER THAT the Sunshine Coast Regional District supports the current proposed activities identified in the application and is willing to provide overall grant management.

Recommendation No. 4 *Water Supply Advisory Committee (WASAC) Minutes of January 8, 2024*

The Committee of the Whole recommended that the Water Supply Advisory Committee (WASAC) meeting minutes of January 8, 2024, be received for information.

COMMUNICATIONS

Recommendation No. 5 *Request for Amendment to Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007 to Include Ice Rental Rates for Seniors*

The Committee of the Whole recommended that the correspondence from Doug Young, President, Sunshine Coast Senior Hockey Club, dated January 17, 2024, regarding a request for an amendment to *Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007* to include ice rental rates for seniors be received for information;

AND THAT staff report back to the next possible Committee of the Whole meeting with the implications of amending the *Community Recreation Facilities Fees and Charges Bylaw No. 599, 2007* to include ice rental rates for seniors.

MOTIONS

The Committee of the Whole discussed the motion brought forward regarding a Climate Crisis Declaration.

Recommendation No. 6 *Climate Crisis Declaration*

The Committee of the Whole recommended that the Sunshine Coast Regional District officially declare a climate crisis for the purpose of formalizing and deepening our commitment to protecting our community, ecosystems, and economy from global warming.

Directors Lee and Toth Opposed.

Recommendation No. 7 *Climate Crisis Declaration*

The Committee of the Whole recommended that the Sunshine Coast Regional District Board continue to develop policy and demonstrate leadership that directs meaningful action on this Climate Crisis Declaration;

AND THAT staff bring the Community Climate Action Plan back for review and consideration of adoption at a future Special Board Meeting, and provide the Board with a list of actions that can be started in 2024;

AND BE IT FURTHER RESOLVED THAT this Special Board Meeting be scheduled no later than end of Q2 2024.

The Committee recessed at 10:34 a.m. and reconvened at 10:46 a.m.

IN CAMERA

The Committee moved In-Camera at 10:47 a.m.

Chair McMahon provided an opportunity for questions from the gallery.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) and (e) of the *Community Charter* – “personal information about an identifiable individual” and “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.”

The Committee moved out of In Camera at 11:07 a.m.

ADJOURNMENT 11:08 a.m.

Committee Chair

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

February 15, 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	L. Lee K. Backs D. McMahon K. Stamford
ALSO PRESENT:	Chief Administrative Officer		D. McKinley
	Corporate Officer		S. Reid
	GM, Planning and Development		I. Hall (part)
	Manager, Planning and Development		J. Jackson (part)
	Planner II		C. Humphries (part)
	Senior Planner		J. Clark (part)
	GM, Community Services		S. Gagnon
	Recording Secretary		A. O'Brien
	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 9:32 a.m.

AGENDA The agenda was adopted as presented.

REPORTS

Recommendation No. 1 *Frontage Waiver FRW00022 (1170 Largo Road)*

The Electoral Area Services Committee recommended that the report titled Frontage Waiver FRW00022 (1170 Largo 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 2 be waived.

Recommendation No. 2 *Board Policy for Official Community Plan Amendments*

The Electoral Area Services Committee recommended that the report titled Board Policy for Official Community Plan Amendments be received for information;

AND THAT the Board Policy for Official Community Plan Amendments be adopted and implemented for immediate use on existing and forthcoming applications.

Recommendation No. 3 *Contract 18354 Ports Maintenance and Minor Repairs*

The Electoral Area Services Committee recommended that the report titled Contract 18354 Ports Maintenance and Minor Repairs - Increase to Maximum Contract Value be received for information;

AND THAT the Contract 18354 with Summerhill Fine Homes Inc. for Ports Maintenance and Minor Repairs, be increased by \$22,034 up to an amount not to exceed \$895,000 (excluding GST);

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

IN CAMERA

The Committee moved In Camera at 10:19 a.m.

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.”

The Committee moved out of In Camera at 10:27 a.m.

ADJOURNMENT 10:27 a.m.

Committee Chair

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – February 22, 2024

AUTHOR: Raphael Shay, Manager, Sustainable Development

SUBJECT: Contract Award for RFP 2313601 Climate Adaptation – Coastal Flooding Project

RECOMMENDATIONS

- (1) THAT the report titled Contract Award for RFP 2313601 Climate Adaptation – Coastal Flooding Project be received for information;**
 - (2) AND THAT that a contract for the Coastal Flooding Project [136] be awarded to Northwest Hydraulic Consultants Ltd in the amount of up to \$398,910 (excluding GST);**
 - (3) AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

The Regional District successfully received a Union of BC Municipalities grant under the Disaster Risk Reduction - Climate Adaptation stream in partnership with the District of Sechelt, the Town of Gibsons, and Islands Trust. The grant provides a maximum of \$425,000 for consulting fees and the total grant received was \$510,000.

The primary purpose of the project is to develop flood risk mapping for priority areas of the Sunshine Coast. Additionally, the Regional District, member municipalities and Islands Trust are seeking specific and defensible Flood Construction Levels for different zones of the Sunshine Coast as well as initial adaptation recommendations.

DISCUSSION

Request for Proposal (RFP) Process and Results

The RFP 2313601 was issued on November 3, 2023, and closed on December 6, 2023. Two compliant proposals were received. Led by the Purchasing Division, the evaluation team consisted of five team members, including representatives of the project partners: Islands Trust, District of Sechelt, and Town of Gibsons. The evaluation committee reviewed and scored the proposal against the criteria set out in Section 7 of the RFP document. Based on the best overall score and value offered, staff have recommended that a contract be awarded to Northwest Hydraulic Consultants Ltd. as they met the specifications as outlined and are the best value for the above-mentioned contract.

Summary of Bids Received

Company Name	Total Value of Contract (excluding GST)
DHI Water & Environment, Inc.	\$ 324,533
Northwest Hydraulic Consultants Ltd	\$ 398,910

Financial Implications

This project is funded by a UBCM grant and is already incorporated in the financial plan.

Timeline and Next Steps

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

A final report is expected in March 2025.

STRATEGIC PLAN AND RELATED POLICIES

This process and contract award aligns with SCRD Purchasing Policy as well as the SCRD Board's strategic plan lens of climate resilience and environment.

CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2313601 was issued for Coastal Flooding Project. Two compliant proposals were received. Based on the best overall score and value offered, staff recommend that the SCRD enter a one-year contract with Northwest Hydraulic Consultants Ltd for a value of \$398,910.

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