



COMMITTEE OF THE WHOLE

Thursday, January 25, 2024

TO BE HELD

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

AGENDA

CALL TO ORDER **9:30 a.m.**

AGENDA

1. Adoption of Agenda Pages 1-2

PRESENTATIONS AND DELEGATIONS

2. Tony Sperling, P.Eng., Chief Engineer, Sperling Hansen Associates
- i) Presentation: Sunshine Coast Regional District Search for Solid Waste Disposal Options Annex A
pp. 3-48
- ii) Staff Report: Future Long-Term Solid Waste Disposal Options – Project Update Annex B
pp. 49-64
General Manager, Infrastructure Services
Manager, Solid Waste Services
(Voting – All Directors)

REPORTS

3. Water System Fire Flow Update – SCRD Bylaw / Practice Review Annex C
pp. 65-67
Chief Administrative Officer
(Voting – All Directors)
4. Youth Programs, Recreation Programs and Youth Centres Annex D
pp. 68-76
General Manager, Corporate Services / Chief Financial Officer
(Voting – All Directors)
5. Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports Grant Application Annex E
pp. 77-81
Fire Chief, Gibsons and District Volunteer Fire Department
(Voting – All Directors)

- | | |
|---|----------------------|
| 6. Microsoft 365 Licensing Renewal 2024
<i>Manager, Information Services</i>
(Voting – All Directors) | Annex F
pp. 82-83 |
| 7. Parcel Tax Roll Review Panel
<i>Manager, Financial Services</i>
(Voting – All Directors) | Annex G
pp. 84-85 |
| 8. Directors' Constituency and Travel Expenses
<i>Manager, Financial Services</i>
(Voting – All Directors) | Annex H
pp. 86-87 |
| 9. Contracts Between \$50,000 and \$100,000
<i>Manager, Purchasing and Risk Management</i>
(Voting – All Directors) | Annex I
pp. 88-89 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) of the *Community Charter* – “litigation or potential litigation affecting the municipality” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

ADJOURNMENT

Sunshine Coast Regional District

ANNEX A

Search for Solid Waste Disposal Options

Dr. Tony Sperling, P.Eng.

January 25th, 2024



Sunshine Coast
Regional District



Outline

- Previous Studies
- Evaluation Criteria
- Site Evaluations
- Westward Expansion
- Expansion Constraints
- Next Steps



Project Scope

- **Conduct Landfill Siting Feasibility Study**
 - Select Candidate Sites based on Constraint Mapping
 - Develop Evaluation Criteria
 - Rank Sites for Detailed Evaluation
 - Conduct Field Inspection
 - Short List Potential Sites
- **Conduct Feasibility Assessment of Landfill Expansion**
 - Westward Expansion



Landfill History

- 1971 – Operation of Sechelt Landfill commenced
- 2014 – Latest permit amendment issued from Ministry of Environment
- Landfill accepts MSW from District of Sechelt, Town of Gibsons, SNGD, and all electoral areas in SCRD
- Maximum rate of discharge of 15,000 tonnes per year



Remaining Capacity and Site Life

- 72,200 m³ of capacity remained as of December 16, 2021
- Waste disposal rate per capita of 418 kg/year
- Projected population growth rate of 1.2%
- SHA estimated capacity consumption at 22,000 m³ per year based on typical waste density.
- Based on that info, remaining capacity projected at 28,000 m³ and lifespan projected to early 2025
- Based on latest tonnage data, SCRD staff projecting lifespan to early 2026.

Previous Studies

- **Part 1- Demand Analysis Study**
- **Part 2- Feasibility Study**
 - Option 1: Siting a New Landfill (Rank -1)
 - Option 2: Disposal at Third-party Facility (Rank 2)
 - Option 3: Development of Waste-to-Energy Facility (Rank -4)
 - Option 4: Vertical Expansion (Rank -3)
- **Part 3 - Detailed Analysis of Options**
 - Objectives:
 - Assessing Potential Capital Costs and Locations for a Transfer Station to Support Waste Export
 - Assessing Potential Locations, Costs and Feasibility of Siting a New Landfill
 - Findings: Three locations were found to be feasible for landfill siting and development



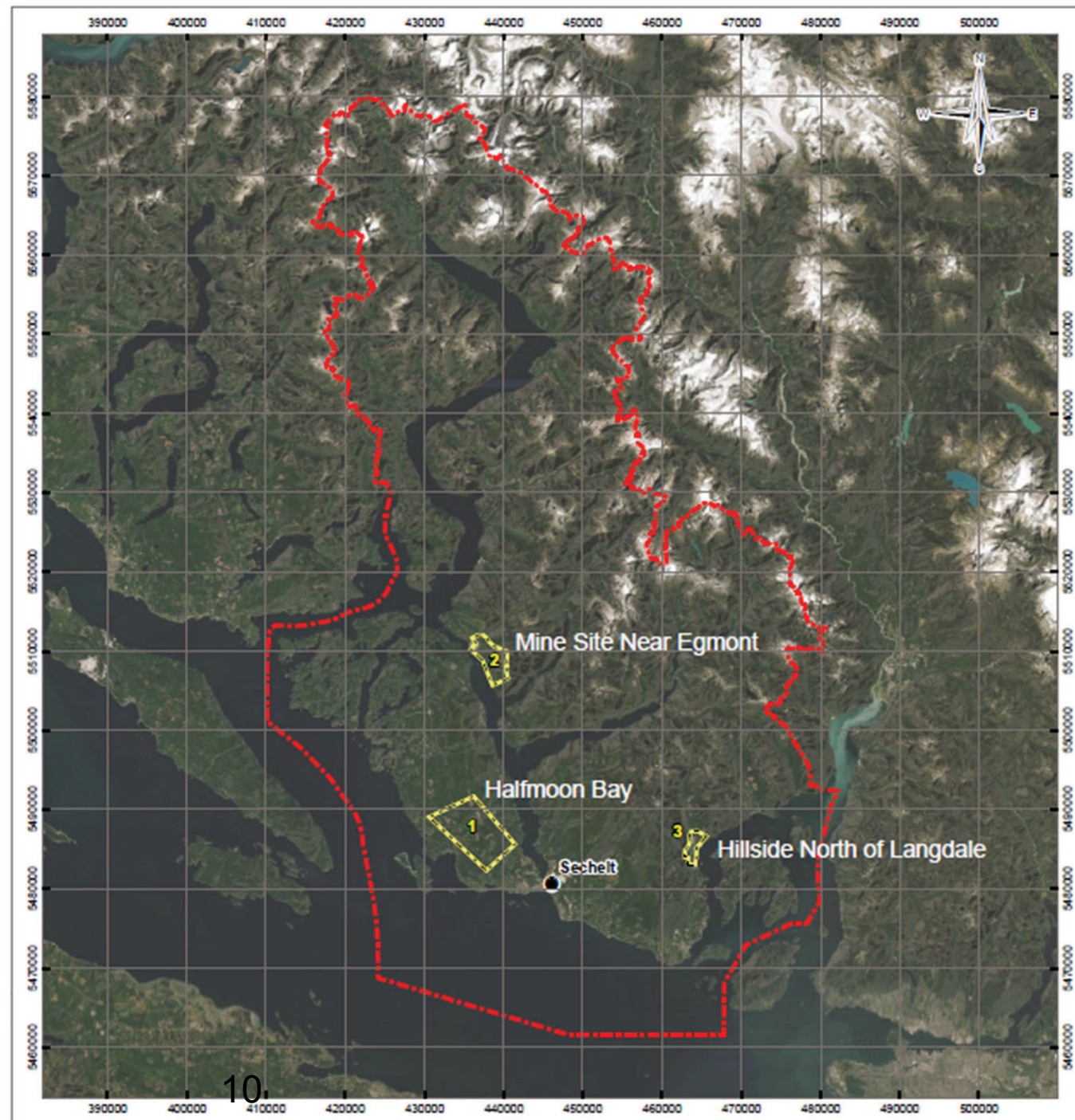
SCRD Strategic Plan ^{NK0} Utilizing the Plan for Landfill Location Selection

2024 - 2027



Initial Areas of Interest

Halfmoon Bay area
was selected for
further analysis



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Overview of Proposed Selected Sites



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Landfill Location Review Steps

- **Initial Evaluation [Desk Top Study]**
 - SHA Included Additional Evaluation Criteria
- **Landfill Criteria [Desk Top Study]**
- **Site Visit**
 - 3 locations reviewed in-person by Tetra Tech
 - SHA recommended 3 locations for site visit following completion of desktop analysis and matrix
 - **SHA1**
 - **SHA2**
 - **Lateral Expansion**



Evaluation Criteria and Matrix

Item	Initial Evaluation Criteria	Level of Concerns/Rank			
		Very Low	Low	Medium	High
	Matrix Scoring	4 points	3 points	2 points	1 point
Desktop Review - iMapBC Study					
1	Total hauling distance from Sechelt assumes self-hauls - Sechelt used for reference, all community distances should be considered	<5 km	5-10 Km	10-20 km (transfer st?)	> 20 km (transfer st?)
2	Estimated Haul Distance off of hwy - (regular maintenance and upkeep required snow removal and grading, post closure costs) Active industry use or not.	<1 km	1-3 km	3-5 km	>5+km
3	Suitability for haul trucks and travel time (Grade, alignment and curvature of FSR)	Suitable			Low suitability
4	Hwy and other road upgrades - such as left turn lane and FSR upgrades (additional assessment under in-person field investigation). Active industry use or not.	\$100K	\$100-250k	\$250k - \$1 million	\$1mill+
5	Hauling through off-hwy residential neighbourhood	No			Yes
6	General safety of users accessing the site - assuming self haul (Turning off and on Hwy, Grade, alignment and curvature of FSR)	No risk			High risk
7	Distance to known critical habitat for Federally listed Species at Risk Habitat - Based on iMapBC data	>500 m	300-500 m	100-200 m	<100 m
8	Proximity of Electric Power Connection (3 Phase) - Based on iMapBC data, confirmation from BC Hydro required - Measured from Locations to known 3 Phase power line	<500 m	500 m-1 Km	1-3 km	>3 km
9	Existing and planned land use (stakeholder interest) in proximity, for example: Parks, hiking trails, other recreation, forestry, traplines (additional engagement required)	2km	1km	500 m	300 m
10	Site Topography/ Terrain	Flat or Gentle Terrain<10:1	Rolling Terrain <8:1	Valley or Side Hill 6:1	Steep Side Slope >3:1

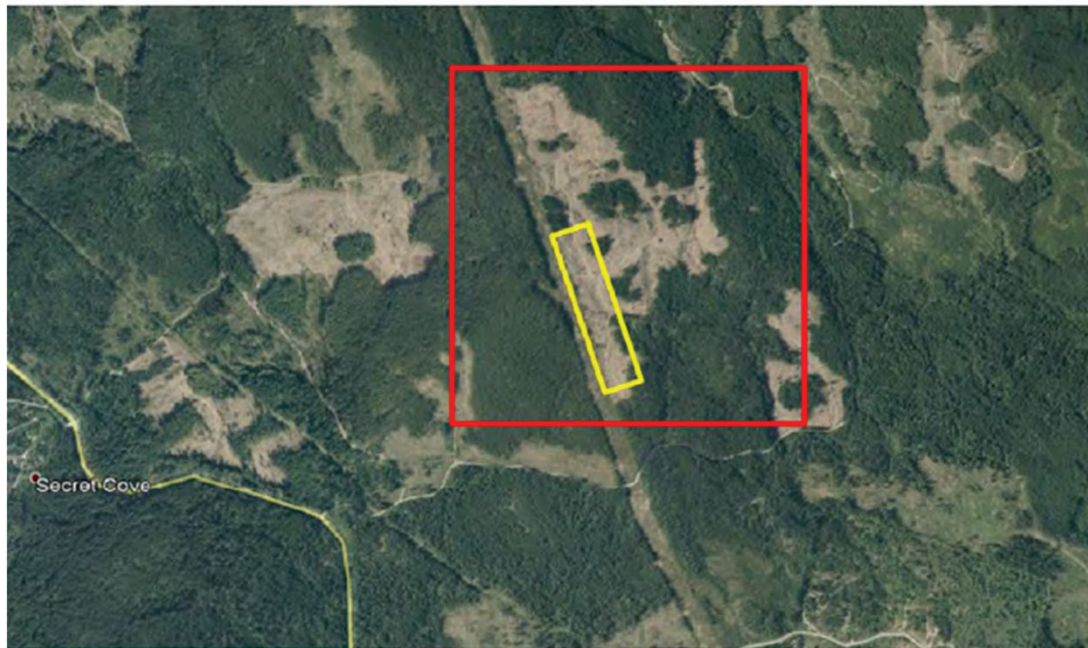


Evaluation Criteria and Matrix – Continued

Item	Initial Evaluation Criteria	Level of Concerns/Rank			
		Very Low	Low	Medium	High
	Matrix Scoring	4 points	3 points	2 points	1 point
Desktop Review - iMapBC Study					
11	Geological Bedrock - iMapBC data				
12	Stakeholder Interest in the Area (Desktop study iMapBC, direct engagement required)	No known Interest	Low Interest expected	Some Interest expected	High Interest expected
13	First Nation Treaty Information and Interests (based on iMapBC, direct engagement required)	No known Interest	Low Interest expected	Some Interest expected	High Interest expected
14	Proximity to Surface Water Receptors/ Community Watersheds	>500 m	300-500 m	100-200 m	<100 m
15	Proximity to water supply groundwater wells	> 1 km	1km-500 m	500 m-100m	<300 m
16	Nearest residential development	> 1 km	1km-500 m	500 m-100m	<100 m
17	Nearest Commercial / Industrial Development or Industrial Zoning	>500 m	200-500 m	100-200 m	<100 m
18	Conflict with Official Community Plan and future development	None	Low	Some	High
19	Potential footprint size (ha)	>20 Ha	15-20 Ha	10-15 Ha	<10 Ha
20	Proximity to airport	> 8 km away			<8 km away
21	Other Landfill Criteria - floodplains, shorelines, faults and unstable areas, gullies and depressions	Yes meets Criteria			No does not meet criteria
Desktop Review score					

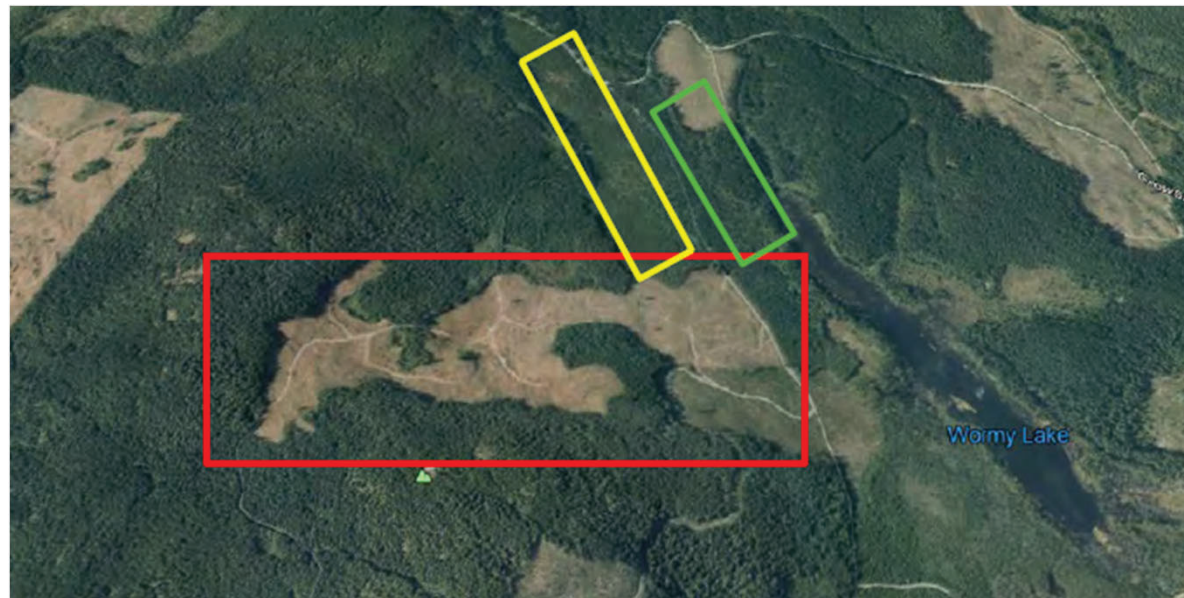
Tetra Tech Proposed Location - TT1

- Initial review by Tetra Tech, however it was noted that Karst may be present in the area and could pose potential safety concerns for future development and concerns with not meeting Landfill Criteria
- SHA did not review Location TT1



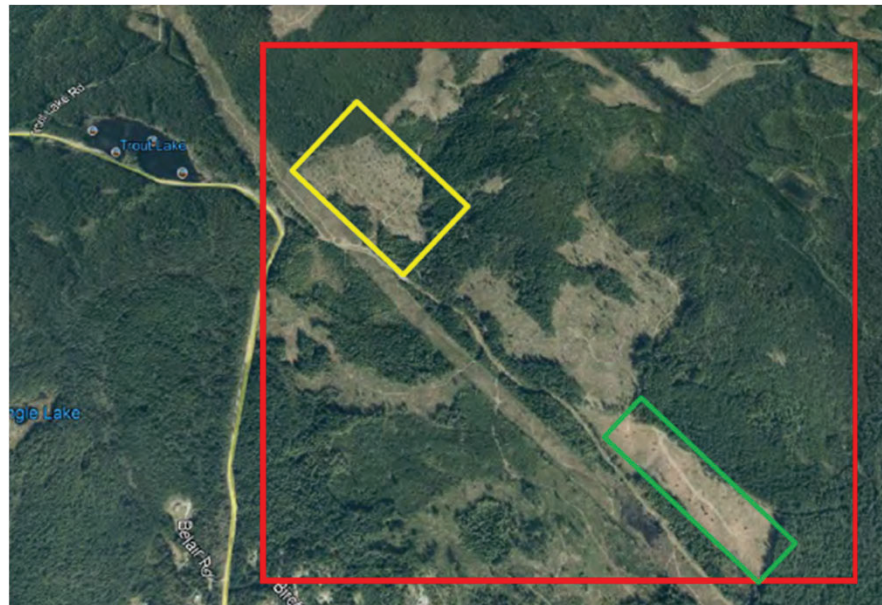
Tetra Tech Proposed Location - TT2

- Furthest from Highway (14.5 km)
- Largest available area, 18.5 Ha
- 3 Phase power 6.5 km away
- Polygon within 100 m of Marbled Murrelet habitat
- Recreational interests (hiking, swimming) nearby
- Initial ranking 52
- Final ranking 55



Tetra Tech Proposed Location – TT3

- Located adjacent to Sunshine Coast Highway
- 3 Phase power nearby
- Close to Trout Lake and Big Tree recreation sites
- Located within Community Watershed
- 3 Archaeological Sites
- Hydro and Natural Gas ROW's cross property
- Available area < 8 Ha
- Initial ranking 58
- Not viable
- No final ranking



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Tetra Tech Proposed Location – TT4

- Located 5.3 km from Sunshine Coast Highway
- 3 Phase power 5.3 km away
- 120 m from Halfmoon Creek
- Hiking trails nearby and trap line in polygon
- Available area is 12.8 Ha
- Initial Ranking 55
- Final Ranking 58



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SHA Proposed Location – SHA1

- Located 1.5 km from Sunshine Coast Highway
- 3 Phase power 1.5 km away
- Cultural significance to shíshálh Nation
- Available area is 12.8 Ha
- Two watercourses observed during field inspection
- Initial ranking 72
- Not viable
- No final ranking
- Disqualified



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Watercourse in middle of SHA1



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SPERLING
HANSEN
ASSOCIATES

SHA Proposed Area Location – SHA2

- Located 1.5 km from Sunshine Coast Highway
- Hydro and Natural Gas ROW nearby
- Trout Lake and Big Tree Recreation sites nearby
- Cultural significance to shíshálh Nation
- Available area is 11.0 Ha, steep terrain
- Watercourse observed during field inspection
- Initial Ranking 60
- Not viable
- No final ranking
- Disqualified



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Westward Lateral Expansion

- Projected lifespan 56 years
- Established paved access
- 3 Phase power can be extended
- Expansion would require support from shíshálh Nation and Heidelberg (within existing mine tenure)
- Adjacent to existing landfill
- Proximity to airport (would require bird controls and possible Landfill Criteria variance)
- Initial ranking 63
- Final ranking 75



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SHA Location Reconnaissance

- **SHA in-person location reconnaissance of highest ranked desktop locations –SHA1, SHA2 and the Expansion Locations** NK0
 - Collect General Descriptions:
 - Soil type
 - Topography
 - Road Quality and Grades
 - Visual Features
 - Check Conformance with Initial Desktop Evaluation



Information Required To Complete Desktop Analysis (Data Gaps)

NK0

- Heritage and Archeological Study
- Land Access (ownership, access roads, permits required)
- Traditional use in the area
- Recreational use inventory
- Available site investigations
- Forestry requirements: revegetation for habitat and tenures

Final Decision Matrix Scoring

NK0

Proposed Location			
1	Westward Expansion	75	
2	TT4	58	
3	TT2	55	
	SHA1	*Not ranked	
	SHA2	*Not ranked	
	TT3	*Not ranked	
	TT1	Not Reviewed	
*Determined as not viable for a new landfill location during on-site review and based on final available area for landfill site			



BC Landfill Criteria for MSW - Evaluation

Section #	3.0 Siting Criteria -Description
3.1	Land use - Landfill footprint must not be <u>within 500 m of existing or planned sensitive land use</u> (schools, residences, hotels, restaurants, cemeteries, churches, parks, etc.).
3.2	Heritage and Archeological Sites - Landfill footprint <u>not within 100 m</u> of heritage or archaeological site
3.3	Airport - A landfill footprint be located <u>no closer than 8 Km from Airports</u> . The minimum separation distance may be reduced to 3.2 km if bird control measures acceptable to NAV Canada are implemented.
3.4	Buffer Zone - LF footprint and LF site boundary should have <u>50 m buffer</u> - the 30m closest to the site boundary should be natural or landscaped screens.
3.5	Water Supply Sources - LF Footprint <u>minimum 300 m from water supply well</u> or water supply intake and <u>500 m from municipal or other high-capacity water supply wells</u> .
3.6	Gullies and Depression - LF Footprint <u>shall not be located in a Gully or depression</u> that acts as a point of water collection
3.7	Faults and Unstable Areas - LF Footprint <u>shall not be located within 100 m of a geologically unstable area</u> ex: Holocene fault, known active or historic landslide, areas underlain by weak or collapsible soils, areas prone to debris movement, location at risk of being impacted by tsunami.
3.8	Environmentally Sensitive Areas - LF footprint must not be located <u>within 100 m of an environmentally sensitive area</u> such as national, provincial or regional park; wildlife management area, critical wildlife area, ecological reserve, marine sanctuary, wetland, etc.
3.9	Surface Water - LF footprint <u>shall not be located within 100 m of Surface water</u>
3.10	Floodplains - Landfill footprint <u>shall not be located in a floodplain</u>
3.11	Shorelines - LF footprint shall not be located <u>within 100m of sea level maximum high tide or seasonal high-water mark</u> of inland lake shoreline.
3.12	Depth to Water Table - Depth to water table to landfill base <u>shall be minimum 1.5m</u>

Next Steps if Pursuing New Landfill Site

- Perform additional analysis to complete desktop review based on data gap information (if/when provided) and report back to SCRD
- Develop preliminary key stakeholder consultation and engagement plan
 - solicit additional criteria for desktop review from:
 - SCRD PTAC, First Nations, Forestry companies, BC Parks, and Local Government , nearby landowners
- Report back to SCRD on findings and recommend best viable option (technical memorandum)



Physical Site Investigations Would be Needed to Confirm Criteria Compliance

- Conduct drilling to determine the depth to water table, groundwater flow direction, soil profile and potential cover material volume and type
- Sample ground and surface water
- Conduct wildlife and fisheries assessment
- Carry out only if candidate site considered as best viable option



Western Landfill Expansion Concept

- Property to west of existing Sechelt Landfill
- Approximately 38 acres
- Lands are owned in fee simple by Kwikwil Developments Ltd. (shíshálh Nation)
- Heidelberg (formerly Lehigh Hanson) operates its Sechelt Mine on the land south and west of the existing Sechelt Landfill
- **A collaboration with shíshálh Nation Government District (sNGD) and Heidelberg is essential for the expansion to proceed**



Siting Constraints

Landfill footprint must be located:

- ☒ • > 500 m of sensitive land use
- ☒ • > 100 m of archaeological site
- ☒ • > 8 km from airport and > 3.2 km from airport is bird control measures implemented (located < 3.2 km from Sechelt Airport, request exemption from Ministry of Environment)
- ☒ • 50 m buffer zone
- ☒ • > 300 m from water supply wells and > 500 m from municipal water wells
- ☒ • > 100 m of a geologically unstable area
- ☒ • > 100 m of an environmentally sensitive area
- ☒ • > 100 m from surface water
- ☒ • > 100 m from shorelines
- ☒ • Not located in a gully or depression
- ☒ • Not located in a floodplain
- ☒ • > 1.5 m depth to water table (to be confirmed through groundwater monitoring)

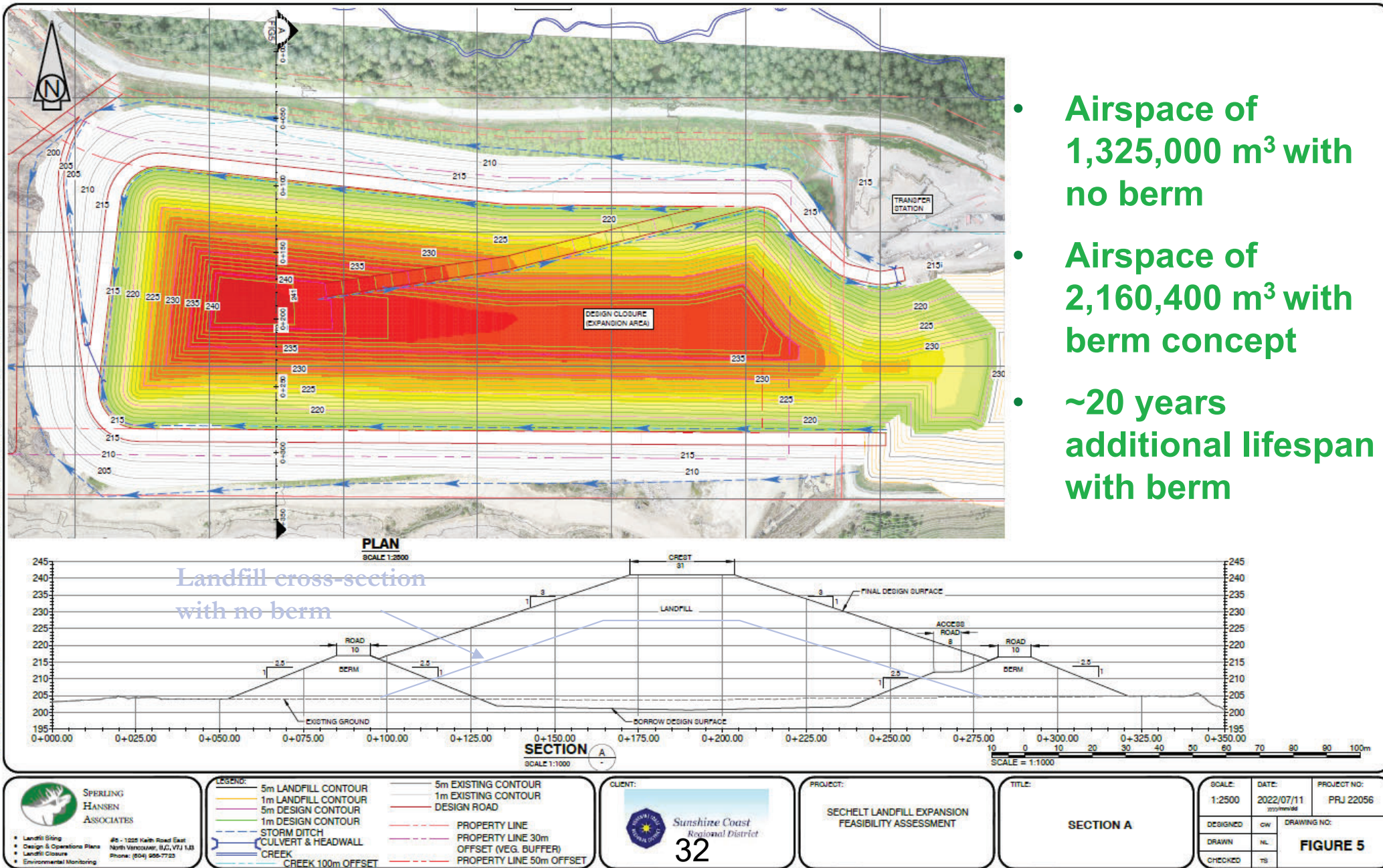
Site Evaluation

- **Adjacent lot to the west of existing Sechelt Landfill is considered to be a suitable site for landfill expansion due to the following:**
 - General compliance with Landfill Criteria Siting Constraints
 - Good hydrogeological setting anticipated (to be confirmed with drilling) NK0
 - Good source of cover material
 - Isolated from residential and industrial areas
 - Near existing landfill



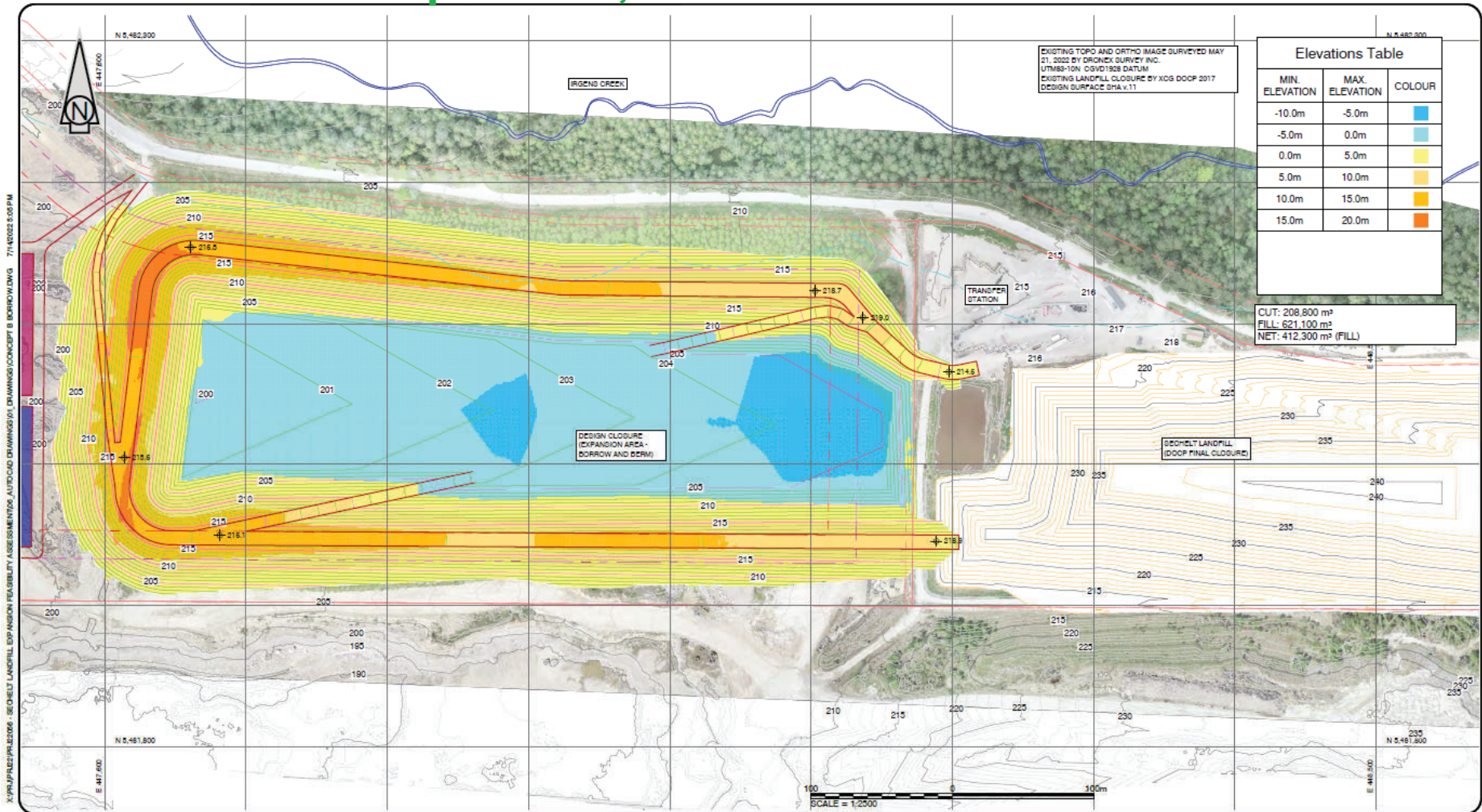
Landfill Cross Section

- Airspace of 1,325,000 m³ with no berm
- Airspace of 2,160,400 m³ with berm concept
- ~20 years additional lifespan with berm



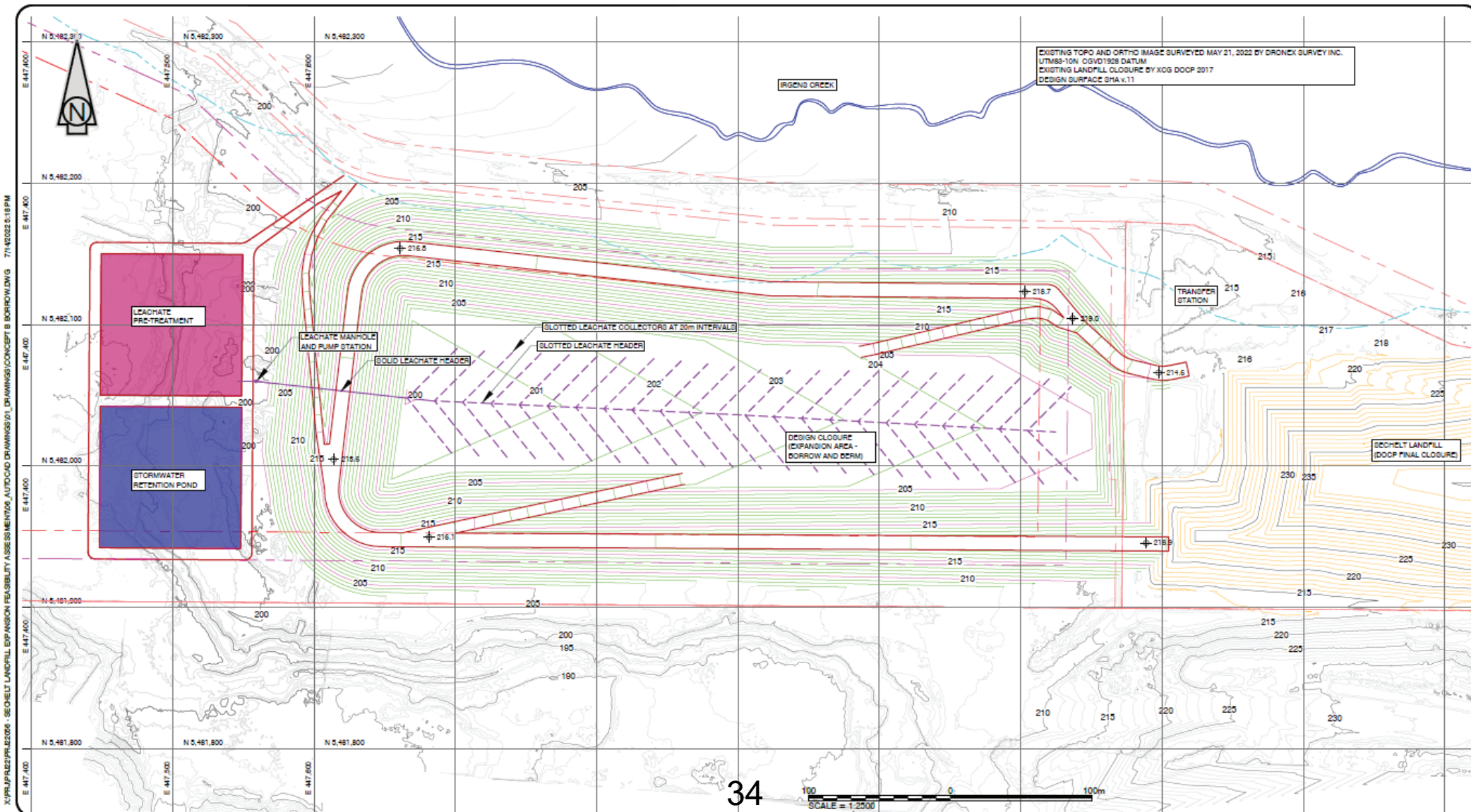
Expansion Area Borrow and Berm

- 10 m high perimeter berm
- Borrow area will generate 208,800 m³ of material
- Berm would require 621,100 m³ of material



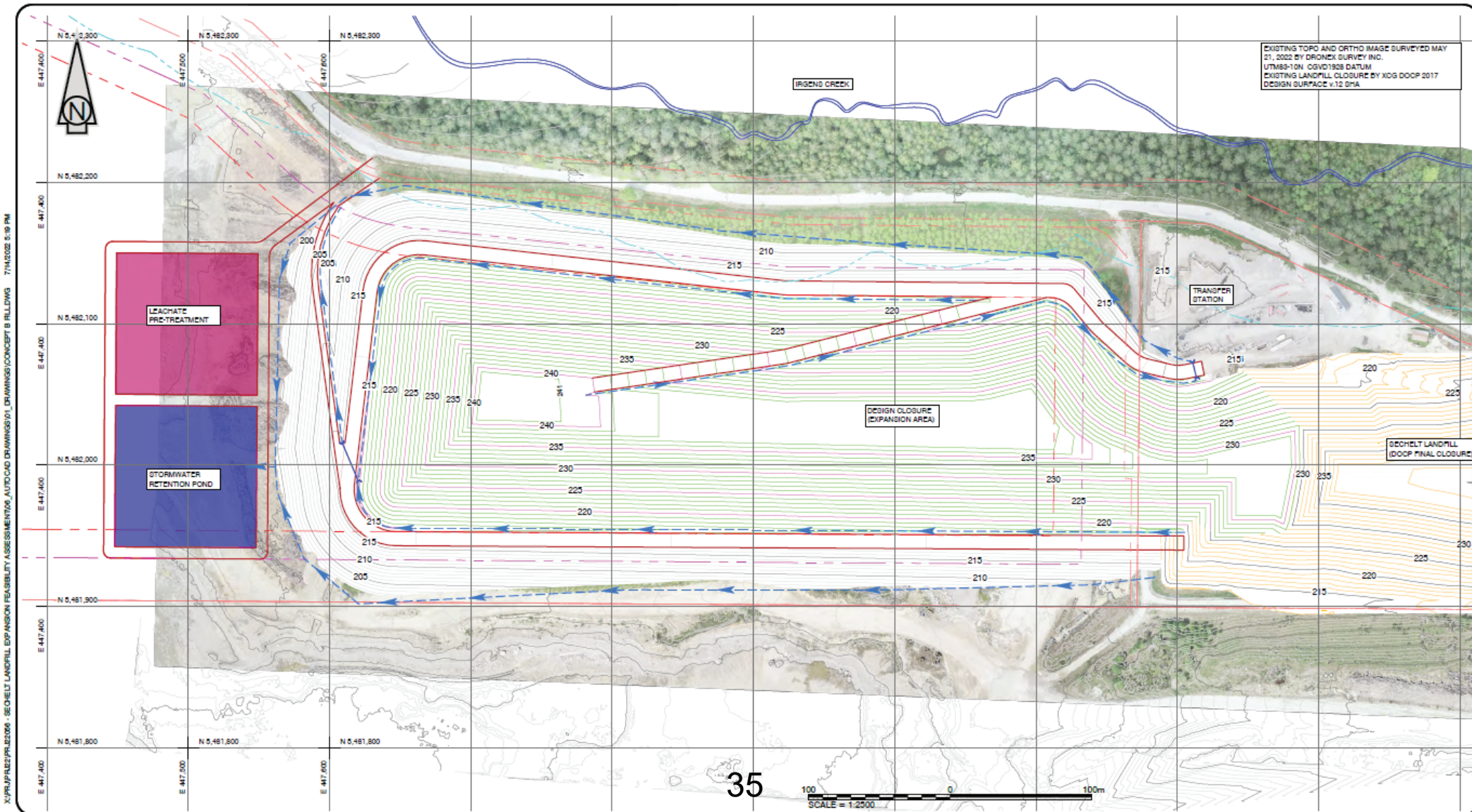
Proposed Leachate Management System

- Leachate collection system
- Leachate pre-treatment prior to discharge to Sechelt WWTP



Proposed Stormwater Management

- Stormwater ditching and retention pond



Projected Cost – Western Expansion

Item	Total Cost
Earthworks	\$ 7,251,300
Permanent Access Roads	\$ 224,000
Liner System and Drainage Blanket	\$ 6,050,220
Leachate Collectors	\$ 549,600
Fencing	\$ 53,200
Surface Water Control	\$ 135,000
Leachate Treatment System	\$ 780,450
Stormwater Retention Pond	\$ 290,000
Landfill Gas Management	\$ 3,000,000
Environmental Monitoring	\$ 40,000
Engineering (estimated @ 15%)	\$ 2,756,066
Contingency (estimated @ 30%)	\$ 5,512,131
Total Capital Costs	\$ 26,641,967
Landfill Closure	\$ 11,160,000
Closure Engineering (estimated @15%)	\$ 1,674,000
Closure Contingency (Estimated @30%)	\$ 3,348,000
Total Closure Costs	\$ 16,182,000

- **Total capital cost of \$26.6 million over landfill lifespan**
- **Total landfill closure cost of \$16.2 million, split up into 3 equal phases**
- **Includes engineering @ 15%**
- **Includes contingency @ 30%**
- **Excludes any land use costs**

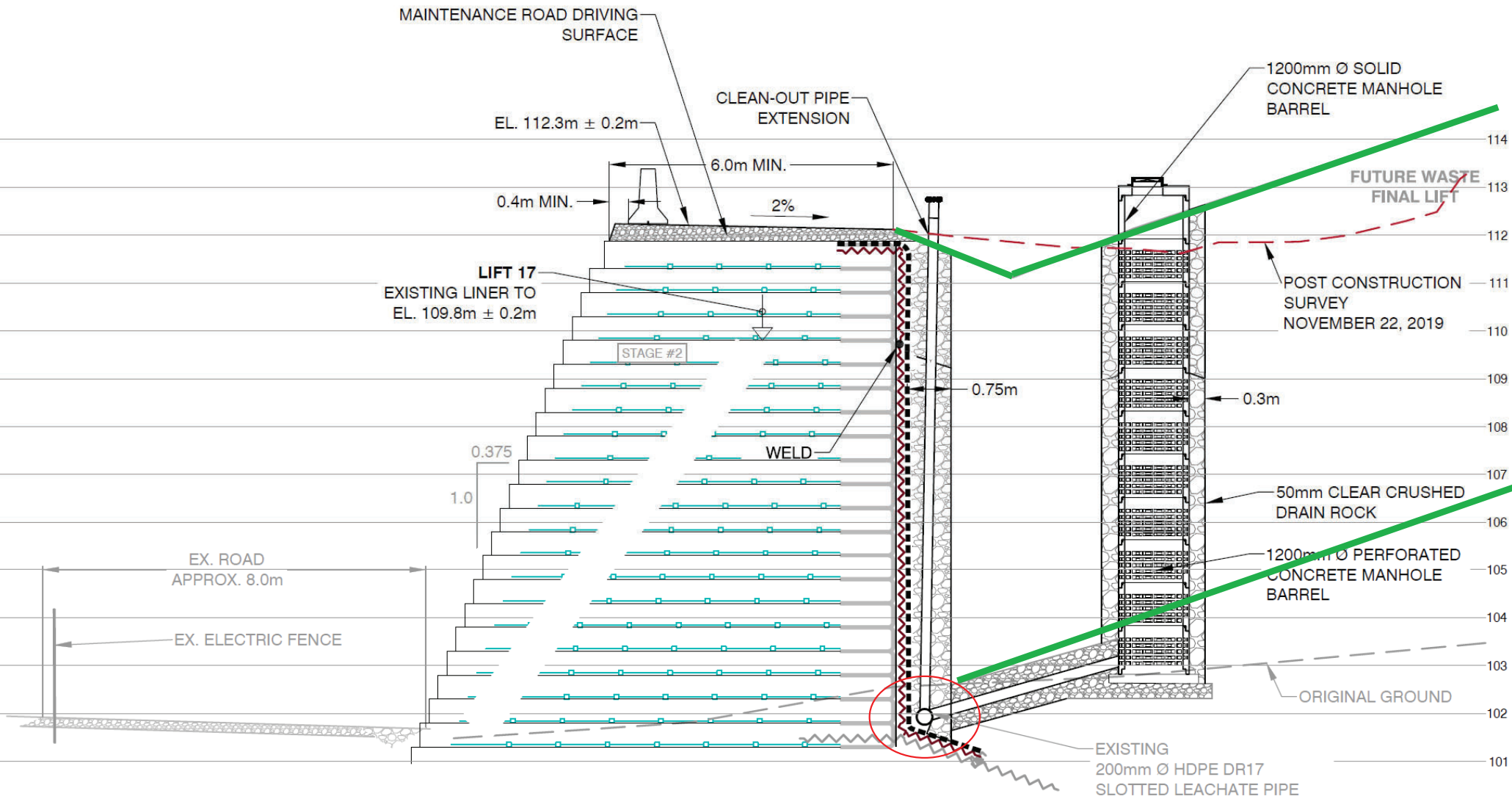
Cash Flow Analysis

Assumptions:

- MSW tipping fee of \$150 per tonne (same as current)
- Landfill broken up into 3 phases and allocated capital and closure costs accordingly
- Active landfill gas system will be required in the year 2038 (est. >1,000 tonnes methane generation per year)
- A contribution of \$256,000 per year to closure reserve fund would be required to cover total cost of landfill closure
- 100-year post closure period and estimated that post closure costs would be similar to existing landfill



Vertical Expansion



Existing Site





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Required Permits and Technical Studies for Western Lateral Expansion

NK0

- Hydrogeological Study
- Stakeholder Engagement and Consultation
- Environmental Assessment
- Solid Waste Management Plan Amendment
- Operational Certificate Amendment / Waste Discharge Authorization
- SCRD Board Approval
- Re-zoning



Required Permits and Technical Studies for Vertical Expansion

NK0

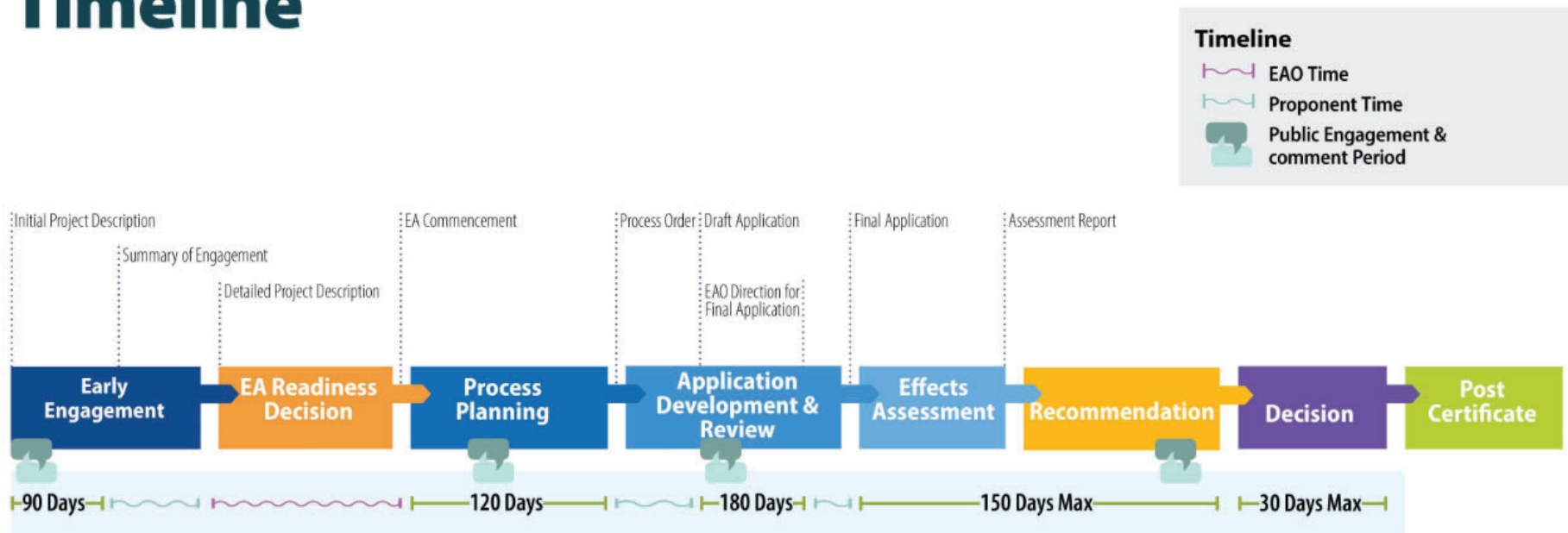
- Conceptual Design and Volumetrics
- Preliminary Cost Assessment
- Stakeholder Engagement and Consultation
- Landfill DOCP Update
- Operational Certificate Amendment
- SCRD Board Approval



EA Timeline

- Maximum EA timeline as legislated is 570 days for EA Response, plus additional time for the consulting team
- Total EA timeline estimated to take 2.5 – 3 years

Environmental Assessment (2018) Timeline



Overall Timeline

Major Tasks	Approximate Time Required
Hydrogeological Study	3 - 12 months
Environmental Assessment	2.5 - 3 years
Stakeholder Engagement and Consultation	6 – 18 months concurrently with EA
Solid Waste Management Plan Amendment	min. 6 months following site investigations
Land Acquisition	6 – 12 months concurrently with other tasks
Re-Zoning	3 – 6 months concurrently with other tasks
OC Amendment / Waste Discharge Authorization	2 - 4.5 years concurrently with EA



Post Closure Use

- **Examples of post closure landfill use in BC:**
 - **Whistler Landfill**
 - Olympic Athlete's Village constructed on top
 - **Premier Street Landfill**
 - Turned into Inter River Park in North Vancouver which is a multi-use park featuring several sports fields, dog areas, and hiking trails
 - **Hugo Ray Landfill**
 - Turned into Hugo Ray Park in West Vancouver comprising of two sport fields and pickle ball courts



Questions?



SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 25, 2024

AUTHOR: Marc Sole, Manager, Solid Waste Services
Remko Rosenboom, General Manager, Infrastructure Services

SUBJECT: FUTURE LONG-TERM SOLID WASTE DISPOSAL OPTIONS – PROJECT UPDATE

RECOMMENDATION(S)

- (1) THAT the report titled Future Long-Term Solid Waste Disposal Options – Project Update be received for information;**
 - (2) 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.**
-

BACKGROUND

In 2020, the Sunshine Coast Regional District (SCRD) initiated a Future Waste Disposal Options Analysis Study to help direct long-term planning for waste disposal in the region beyond the lifespan of the Sechelt Landfill, which is expected to reach capacity by mid-2026. The scope included a demand analysis, feasibility study, and a conceptual design for feasible options.

The options included (Option 1) siting a new landfill, (Option 2) disposal at a third-party facility, (Option 3) development of a waste to energy facility, and (Option 4) landfill expansion. The findings were presented to the SCRD Board in January 2021 (available [here](#)). At this meeting, the Board directed staff to conduct a more detailed analysis of the most viable options, which included the feasibility of siting a new landfill and a transfer station to support waste export.

In July 2021, the findings of the more detailed analysis were presented to the Board for consideration (available [here](#)). The findings included three preliminary new landfill locations in Halfmoon Bay and a transfer station for waste export at the Hillside Industrial Park in Port Mellon. At this meeting, the Board directed staff to seek a second opinion on the results of the detailed analysis related to the potential landfill locations.

DISCUSSION

Second opinion findings

The assessment of potential locations with which to site a new landfill on the Sunshine Coast determined that several of the options previously reviewed do not meet the provincial Landfill Criteria Guidelines. Two of the sites that could potentially be developed into a new landfill have significant technical challenges that would need to be overcome related to the Agricultural Land Reserve and federally protected species habitat issues. More details about this second opinion are included in the presentation by Sperling Hansen Associates (SHA) that's also part of this Committee's agenda and in Attachment A.

All three previously proposed locations also have significant operational concerns that would result in an increase in operational costs and a reduced service level, including extended landfill closures.

Current efforts to increase landfill life of Sechelt Landfill

In 2020 the Sechelt Landfill was expected to reach its maximum capacity in 2025. At that time the Board initiated a process to amend the Solid Waste Management Plan (SWMP) to allow for the export of waste as an interim measure if a permanent solid waste disposal option was not developed in time. The SWMP update process is underway and expected to be completed later this year. Following a public consultation process and engagement with the First Nations and the partnering local governments, the Board approved the application for the current SWMP amendment to be submitted to the Province in 2022. The Province has since approved this amendment. The next step in this process would be for the Board to formally adopt the amended SWMP.

While this SWMP amendment process was ongoing, SCRD staff identified an opportunity to increase the lifespan of the Sechelt Landfill by relocating the contact water pond, which manages stormwater that comes into contact with solid waste. This project is expected to extend the life of the landfill until 2030. This project would allow for the disposal of solid waste at less than half the cost of exporting waste for disposal off Coast.

If the Board approves the 2024 budget proposal for the relocation of the contact water pond, there will be no need to formally adopt to the SWMP amendment as approved by the Province to allow for waste to be exported as an interim measure.

Horizontal expansion of Sechelt Landfill

Since early 2022 the SCRD and SHA, have been working on confirming the feasibility of a horizontal extension to the current Sechelt Landfill into land owned by the shíshálh Nation and is part of the Heidelberg gravel mine.

The proposed concept was to explore mining an area which could then be developed as a landfill using the most modern design and engineering. This concept could allow the continued use of the recently reconstructed public drop-off area at the current Sechelt Landfill site. While the development of such a landfill would be extremely expensive, the lifetime costs would be significantly lower than the costs associated with exporting waste or the development of a new landfill elsewhere on the Sunshine Coast. This concept was considered as a high potential

concept based on cost, limited transportation of solid waste, and lower greenhouse gas emissions compared to any other option assessed.

Following a meeting with staff from the shíshálh Nation to introduce this option, the SCRD received a letter from the shíshálh Nation in August 2023 expressing their concerns regarding both horizontal and vertical expansion of the Sechelt Landfill (Attachment B). While the letter opposes the development of a landfill within the current Heidelberg mine site, it confirms the Nation's intent to continue collaboration to confirm a long-term solid waste disposal option.

The letter also indicates shishalh Nation opposition a vertical expansion option presented. It should be noted that vertical landfill expansion option discussed in the following section is a different proposal than the option referred to in the letter received and could be constructed within the current landfill parcel.

Vertical landfill expansion opportunities

During the investigation, an additional opportunity was identified to increase the lifespan of the Sechelt Landfill by constructing a vertical expansion. Unlike a lateral expansion, a vertical expansion at the Sechelt Landfill would not extend beyond the current limit of waste at the site or the property line.

Depending on the desired project budget and the complexity of the design challenges there are two options for vertical expansion at the site along the south and west slopes of the landfill. One option is to raise the perimeter road with a berm, which could extend the lifespan of the landfill by up to ten additional years. Another option is to construct a retaining wall, similar to the vertical expansion undertaken at the Squamish Landfill, which could extend the lifespan of the landfill by up to ten additional years. Further engineering work is needed to determine the costs of each option, design challenges, and a more accurate estimate of airspace generated.

Similar to the contact water pond relocation project, a vertical expansion is expected to be considerably cheaper than waste export off-coast. A Budget Proposal to confirm the feasibility of vertical expansion options is being presented as part of the 2024 budget process. In order to have a vertical expansion option in place by 2030, work would need to begin in 2024.

Other related work underway or recently completed

In addition to the work underway to extend the lifespan of the Sechelt Landfill, staff are actively exploring opportunities to divert more waste through bylaw changes, new diversion programs, and enhancements to existing diversion programs. A Waste Composition Study conducted in 2022 determined that 46% of materials entering the landfill are items that can be diverted (available [here](#)). Also in 2022, the SCRD updated *Sanitary Landfill Site Bylaw No. 405* to include a tipping fee surcharge for loads with more than 5% food waste and implemented food waste collection at the Pender Harbour Transfer Station. In 2023 the SCRD established an Ocean Plastic Depot at the landfill to divert dock foam and other marine cleanup debris, which is expected to save approximately nine days of landfill life per year.

The SCRD is also updating the Solid Waste Management Plan. Work began in 2022 and the plan is expected to be complete in early 2025. The new Solid Waste Management Plan is expected to contain initiatives focusing on extending the life of the Sechelt Landfill, such as increased education, enforcement, and additional diversion programs.

Proposed next steps

Staff are presenting budget proposals for the extension of landfill life at Round 2 Budget on February 5th, 2024.

As the development of a new landfill or transfer station can take a minimum of 7-10 years to complete, staff are suggesting that multiple options for a future long-term solid waste disposal option are pursued in parallel (listed in no particular order):

- 1) Further engagement with the shíshálh Nation on the concerns raised about the development of a new landfill adjacent to the current Sechelt Landfill on Nation owned land.
- 2) Undertake a more detailed feasibility study for exporting solid waste off Coast, including the development of a transfer station in the Hillside Industrial Park. This would include engagement with the relevant First Nations and other interested parties.
- 3) Undertake a feasibility study for a vertical expansion of the existing Sechelt Landfill. This would include engagement with the shíshálh Nation and the Province.
- 4) Engage with the community on the above listed options in support of the Solid Waste Management Plan Update process that is currently underway.

In support of the listed activities and the process that is underway to update the Solid Waste Management Plan, staff is proposing to 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. If there is interest, this engagement could potentially include the organization of a series of Solid Waste Summits. These summits would build on the success of the Water Summits that were held in 2023.

Organizational and Intergovernmental Implications

Confirming and developing a new long-term solid waste disposal option requires collaboration with all First Nations and local governments, both at the staff and elected level. The proposed activities are intended to support such collaboration.

Given that the proposed activities involve a lot of engagement with other organizations at a senior-staff or elected level, most of the work will be completed by management staff within the SCRD Infrastructure Services Department and the Office of the CAO.

The proposed public engagement would be aligned with the public engagement undertaking in support of the update to the Solid Waste Management Plan.

Any proposed technical work will be conducted by a yet to be retained qualified consultant.

Financial Implications

The remaining project budget is expected to be sufficient to undertake the detailed feasibility study for exporting solid waste off-Coast and to support engagement with the community on future waste disposal options.

As part of the 2024 budget process the Board is considering a proposal to complete the proposed feasibility study for a vertical expansion of the existing Sechelt Landfill.

Timeline for next steps

Pending the approval of the project budget, staff will work with the SCRD's landfill engineer, XCG Consulting Ltd., to undertake the vertical expansion study for the Sechelt Landfill. The study results are to be expected in early 2025.

While the public engagement on the future waste disposal options will take place in Q2 and Q3 2024, the detailed timing will be aligned with the public engagement process of the SWMP update project.

Communications Strategy

This work will inform the Solid Waste Management Plan Update which has a significant public engagement component, as per the requirements in the provincial "A Guide to Solid Waste Management Planning". Staff have contracted Morrison Hershfield to support the Solid Waste Management Plan Update, including the development of a comprehensive communications and engagement plan.

The proposed engagement with the community on the future waste disposal options would include a presentation to the SWMP Public Technical Advisory Committee (PTAC), one or more public engagement sessions, and a Let's Talk page.

STRATEGIC PLAN AND RELATED POLICIES

Confirming a long-term disposal option for solid waste is one of the actions in support of the Strategic Focus Area Solid Waste Solutions in the Board's 2023-2027 strategic plan.

CONCLUSION

The feasibility of options to expand the current Sechelt Landfill horizontally or vertically need to be further assessed in 2024. Staff recommend that parallel to those activities a detailed feasibility study on the option to export waste off-coast should be undertaken.

ATTACHMENTS:

Attachment A: Sunshine Coast Regional District Landfill Siting Assessment Report, dated March 21, 2023

Attachment B: Correspondence from shíshálh Nation, regarding SNR21127.01-Sunshine Coast Regional District Future Waste Disposal Options Analysis - Part 3, dated August 28, 2023

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X – R. Rosenboom	Legislative	X – S. Reid
CAO	X – D. McKinley	Other	



**SPERLING
HANSEN
ASSOCIATES**

Attachment A

- Landfill Engineering
- Solid Waste Planning
- Environmental Monitoring
- Landfill Fire Control

March 21, 2023

PRJ22056

Remko Rosenboom
General Manager Infrastructure Services
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

Re: Sunshine Coast Regional District Landfill Siting Assessment Report

Dear Mr. Rosenboom,

Sperling Hansen Associates (SHA) were retained by the Sunshine Coast Regional District (SCRD) to conduct a landfill siting feasibility study on potential new landfill locations within the SCRD, develop a ranking system for potential sites and to recommend the highest ranked location for additional review. The potential locations included some previously selected and reviewed by Tetra Tech, as well as new locations identified by SHA. Tetra Tech conducted a desk top review of four locations and an in-person field review of three of those locations. SHA included two locations, as well as two potential expansion options of the existing Sechelt Landfill, a westward expansion and a southward expansion combined with a vertical expansion (Figure 1: Reviewed Landfill Locations).

SHA developed the decision matrix attached to compare and rank each prospective location. For consistency, the evaluation criteria utilized by Tetra Tech was included in the matrix along with the British Columbia Landfill Criteria (BCLFC) and some SHA criteria. The desktop study information was collected using iMapBC. SHA used 23 criteria in the initial review, with the total potential rankings ranging from 23 to 92 points.

During a site reconnaissance by Tetra Tech, it was determined that their TT1 location may potentially contain karst geology. The presence of karst in an area is not compliant with the BCLFC, as it may present unstable ground. As a result, the TT1 site was not further reviewed.

The Tetra Tech's TT2 site is the furthest north and located about 14.5 km from the Sunshine Coast Highway. This site would likely require access road improvements and require ongoing maintenance costs. Some sections of the access roads have a grade steeper than the preferred 8% and the site is within 100 m of Federally protected Habitat for Marbled Murrelet, which is non-compliant with the BCLFC minimum 100 m buffer. The site is also within an area of recreational interest including, hiking trails and a lake. The nearest Phase 3 power source is over 6.5 km away. The site is situated within the Agricultural Land Reserve, and it may not be possible to

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change the land use. TT2 is the largest of the sites at 18.7 hectares. TT2 scored 55 out of a potential 92 points and ranked fourth out of the final four locations ranked.

Tetra Tech's TT3 site is located near the Sunshine Coast Highway which reduces road maintenance requirements and is the closest to Phase 3 power. The access road grade is less than 8%. The site is located near community recreation including Trout Lake, Big Tree Rec Site, hiking trails and three confirmed archaeological sites. The site also overlaps with a designated community watershed, natural gas tenure and hydro tenure. The site was originally assessed at a potential 12.5 hectares and after adjusting the footprint to accommodate the required buffers, the site size is reduced to in the order of 8 hectares. With TT3 being less than the preferred minimum 10 Ha size for a new landfill used in the decision matrix, the site has not been ranked under the decision matrix.

Tetra Tech's TT4 site is located within the Halfmoon Bay area and 5.3 km from the Sunshine Coast Highway and Phase 3 power. This site is near recreation hiking trails, overlaps an existing trapline, and is 120 m away from Halfmoon Creek, a Coho fish bearing stream. The area is located within the Agricultural Land Reserve and could potentially be difficult to change the land use. The potential footprint for this location is 12.8 hectares. This location scored 58 out of 92 points and ranked third out of the final four locations ranked.

SHA proposed two locations for the review. SHA1 is located approximately 1.5 km off the Sunshine Coast Highway. SHA1 scored as the highest ranked location prior to an in-person field visit conducted by Tony Sperling of SHA and SCRD staff Alana Wittman, Marc Sole, and Corrina Suveges. During the field visit, two watercourses that were not shown on iMapBC were discovered that flowed through the proposed footprint. The BCLFC states that a landfill shall not be within 100 m of surface water. The watercourse buffer that would be required to satisfy the BCLFC for watercourses, has resulted in a reduced footprint size making SHA1 no longer viable as a potential new landfill location. As a result, SHA1 was not ranked within the decision matrix.

SHA2 is situated slightly eastward of Tetra Tech location TT3, however it is still in proximity to the three confirmed archaeological sites. During the site visit a watercourse was discovered within the proposed footprint that was not noted on iMapBC. The proximity to the archaeological locations and reduced footprint to allow the necessary watercourse buffers has resulted in the site being no longer viable as a new landfill location. As a result, SHA2 was not ranked within the decision matrix.

A desktop review was conducted on two possible Sechelt landfill expansion locations which concluded both expansion possibilities are suitable candidates under the evaluation. The westward expansion area is located on property owned by the Sechelt First Nation and is currently slated for inclusion into the surrounding mining operation. The SCRD will need a property agreement with the Sechelt First Nation Government and a collaborative plan for



operation of the westward Property with Lehigh Hanson, which manages the adjacent mining operation. Expansion details can be found in the SHA Draft Sechelt Landfill Expansion Feasibility Report dated, August 2022. The westward expansion scored 75 out of a possible 93 points on the decision matrix and scored highest in the review ahead of the southward with vertical expansion option.

The southward with vertical expansion option includes an approximate 40 m lateral expansion south of the existing Sechelt Landfill property boundary. An engineered vertical wall would be constructed along 100 m of the property, east to west. This would increase the landfill footprint slightly and allow for landfilling to occur on top of the existing landfill (Figure 2: Plan). It is anticipated that this expansion will provide less than one hectare of new landfill footprint resulting in approximately 419,000 m³ of landfill space, which is equivalent to approximately 12 years of landfilling. This design would allow for Lehigh Hanson to stockpile additional mining overburden to the property line as the area of the property to the south of the landfill is currently utilized as overburden storage (Figure 3: Section). This design is seen as a mutually beneficial collaboration if an agreement with the Sechelt First Nation and Lehigh Hanson was established for this work. Permission in the form of a variance with the Ministry of Environment and Climate Change Strategy (ENV) would also be required to address the 50 m landfill site boundary and the 30 m natural screening buffers required under the BCLFC.

An archaeological review has been conducted for the existing Sechelt landfill property. Although the review did not identify any archaeology concerns, chance find procedures should be followed if the expansion occurs. SHA is recommending drilling to confirm groundwater depth in the proposed expansion areas. Drilling would also provide some geotechnical information to assist with the engineering suitability of the proposed vertical wall. SHA is also recommending stakeholder engagement in the form of notification for both potential expansion options. With the land already considered a brownfield site, stakeholder interest in the site can be assumed as low.

Following the in-person site reconnaissance, the revised ranking resulted in the westward expansion option ranking the highest at 75 points. The southward with vertical expansion ranked second with 73 points, followed by TT4 with 58 points. The final scoring of the eight locations is shown in Table 1.

SHA recommends conducting an economic review of the southward with vertical expansion for capital and operational costs. Economic information is available in the SHA westward expansion report. A comparison of the two possible expansion options should be completed looking at initial capital cost and expected closure costs with consideration to available lifespan. The volume of leachate that will be generated with an expanded landfill will require leachate treatment upgrades and the available footprint for treatment will likely present challenges. A solution for disposal of treated leachate will also need to be determined.



Table 1: Final Decision Matrix Scoring

Proposed Location		Matrix Score
1.	Westward Expansion	75
2.	Southward with Vertical Expansion	73
3.	TT4	58
4.	TT2	55
	SHA1	*Not ranked
	SHA2	*Not ranked
	TT3	*Not ranked
	TT1	Not Reviewed

*Determined as not viable for a new landfill location during on-site review and based on final available area for landfill site

Discussions with ENV will need to take place for both expansion options regarding a variance for the proximity to the Sechelt airport along with the Harbour Air and Sunshine Coast Air Seaplanes if a variance has not already been approved, as this distance is not compliant with the BCLFC.

Due to the proximity of the Sechelt landfill to the Community Watershed, SHA is recommending additional engineering safety measures for both expansion options including engineered liner; a vertical liner for the proposed engineered wall; leachate collection; upgrades to the current leachate treatment system including treated leachate disposal; early indicator groundwater wells to be installed to the south and southeast perimeter of the site; stormwater management; and, progressive landfill closure to be carried out in conjunction with expansion.

Yours truly

SPERLING HANSEN ASSOCIATES

Dr. Tony Sperling, P.Eng.
President
B.C. P.Eng. Licence 17,621
SHA Permit to Practice 1003066



MARCH 21, 2023

Table 1. Landfill Site Options Evaluation Matrix

Item #	Initial Evaluation Criteria	Title Ranking				Prospective Landfill Locations						Expansion of Sechelt Landfill	
		Very Low	Low	Medium	High	TT1	TT2	TT3	TT 4	SHA1	SHA 2	Lateral Westward Expansion	Southward with Vertical Expansion
	Matrix Scoring	4 points	3 points	2 points	1 point								
	Desktop Review - iMapBC Study												
1	Total hauling distance from Sechelt city centre assumes self-hauls - Sechelt used for reference, all community distances should be considered	<5 km	5-10 Km	10-20 km	> 20 km		21.1 (14.5 km to Hwy)	11.5 km (11 km to Hwy)	19.8 (14.5 km to Hwy)	20.2 km (19.0 km to Hwy) Option 2 Access - 19.8 km 18 Hwy	11.5 km (11 km to Hwy)	4 km to Sechelt center	4 km Sechelt center
2	Estimated Haul Distance off of Hwy - (regular maintenance and upkeep required snow removal and grading, post closure costs) Active industry use or not.	<1 km	1-3 km	3-5 km	>5+km		6.6 km	500 m	5.3 km	1.2 km Option 2 Access (1.8 km)	500 m		
3	Suitability for haul trucks and travel time (Grade, alignment and curvature of FSR)	Suitable			Low suitability		Grades between 12% and 17%, measurements from SCRD maps and from iMapBC	Measurements from iMapBC	Grades between 12% and 17%, measurements from SCRD maps and from iMapBC	Option 1 - Some grades up to 10%, measurements taken from iMapBC Options 2 - grades around 8%	Measurements from iMapBC		
4	Hwy and other road upgrades - such as left turn lane and FSR upgrades (additional assessment under in-person field investigation). Active industry use or not.	\$100K	\$100-250k	\$250k - \$1 million	\$1mil+		May require left turn lane May require right turn lane At the start of double lane eastward	May require left turn lane May require right turn lane	May require left turn lane May require right turn lane At the start of double lane eastward	May require left turn lane Two possible options for access	May require left turn lane May require right turn lane		
5	Hauling through off-hwy residential neighbourhood	None	Some	Moderate	Significant								
6	General safety of users accessing the site - assuming self haul (Turning off and on Hwy, grade, alignment and curvature of FSR)	No risk			High risk		Steep road grade, iMapBC measurement		Steep road grade, iMapBC measurement	Steep road grade, iMapBC measurement			
7	Distance to known critical habitat for Federally listed Species at Risk Habitat - Based on iMapBC data	>500 m	200-500 m	100-200 m	<100 m		Marbled Murrelet Access road is within PT region	200 m from Painted Turtle	400 m from Marbled Murrelet Access road is within Painted Turtle region	260 m from Marbled Murrelet	200 m from Painted Turtle	500 m from Marbled Murrelet	400 m from Marbled Murrelet
8	Proximity of Electric Power Connection (3 Phase) - Based on iMapBC data, confirmation from BC Hydro required - Measured from Proposed Locations to known 3 Phase power line	<500 m	500 m-1 Km	1-3 km	>3 km		6.6 km	500 m	5.3 km	1.2 km	500 m	1.5 km	1.5 km
9	Existing and planned land use (stakeholder interest) in proximity, for example: Parks, hiking trails, other recreation, forestry, traplines (additional engagement required)	2km	1km	500 m	300 m		Overlap- Hiking trails, traplines, Chinook Business area	Overlap hiking trail, near designated park zoning (P42)	Overlap- Hiking trails, trapline, 50 m from Woodfibre tenure	Trails in area, and recreation4 km area, based on site recon	Overlap hiking trail, near designated park zoning (P42)		
10	Site Topography/ Terrain	Flat or Gentle Terrain<10:1	Rolling Terrain <8:1	Valley or Side Hill <6:1	Steep Side Slope >3:1		iMapBC measurement	iMapBC measurement	iMapBC measurement	iMapBC measurement	Footprint on sidehill, limiting room for expansion, iMapBC measurement	Southward expansion land is flat, existing landfill for vertical is already 3:1	
11	Geological Bedrock - iMapBC data						Dioritic intrusive rocks	Dioritic intrusive rocks	Dioritic intrusive rocks	Dioritic intrusive rocks	Dioritic intrusive rocks	Granodioritic intrusive rocks	Granodioritic intrusive rocks
12	Stakeholder Interest in the Area (Desktop study iMapBC, direct engagement required)	No known interest	Low Interest expected	Some Interest expected	High Interest expected		Proximity to Wormy Lake, Hiking trails	Proximity to Trout Lake, and Big Tree Rec site, hiking trails	Hiking trails	Trails, camping	Proximity to Trout Lake, and Big Tree Rec site, hiking trails		
13	First Nation Treaty Information and Interests (based on iMapBC, direct engagement required)	No known interest	Low Interest expected	Some Interest expected	High Interest expected		Sechelt First Nation Shishalh Territory (cultural significance)	Sechelt First Nation Shishalh Territory (cultural significance)	Sechelt First Nation Shishalh Territory (cultural significance)	Sechelt First Nation Shishalh Territory (cultural significance) Within Te'mexw Treaty Association	Sechelt First Nation Shishalh Territory (cultural significance) Near border of Within Te'mexw Treaty Association	Sechelt Band owns some of the land , but opportunity for partnership, agreement or sale	Sechelt Band owns some of the land , but opportunity for partnership, agreement or sale
14	Proximity to Surface Water Receptors/ Community Watersheds	>500 m	200 m - 500 m	100 m -200 m	<100 m		Wormy Lake	Community WS overlap	120 m Halfmoon Creek	Two Watercourses within proposed footprint, based on site recon	Community WS 250 m away Watercourse within footprint, based on site recon	500 m to Watershed 100 m to Irgens Creek	Approximately 140 m to community watershed
15	Proximity to water supply groundwater wells	>1 km	1 km - 500 m	500 m-300m	<300 m								
16	Nearest residential development	>1 km	1 km - 500 m	500 m-100m	<100 m								
17	Nearest Commercial / Industrial Development or Industrial Zoning	>500 m	200 m - 500 m	100 m - 200 m	<100 m							Within industrial area, potential mining area	Within industrial area, but not restricting development
18	Conflict with Official Community Plan and future development	None	Low	Some	High		AGR/U2 AG Zone agriculture Agricultural land reserve	RU2 Near Community Recreation and Conservation zone	AGR/U2 AG Zone agriculture Agricultural land reserve	RU2 Near community trails	RU2 Near Community Recreation and Conservation zone	Planned use is Gravel pit	Existing landfill, and overburden storage area
19	Potential footprint size (ha)	>20 Ha	15-20 Ha	10-15 Ha	<10 Ha		18.7 Ha	8 Ha 42.6-Ha Adjusted to allow for WS, and hydro and gas buffer	12.8 Ha	9 Ha - Restricted footprint based on watercourses, observed during site recon	8 Ha - Restricted footprint based proximity to First Nation Arch site and proximity to watercourses, observed during site recon	15.4 Ha	0.4 Ha Based on linear footprint, not including vehicle expansion
20	Land type - previous use	Brownfield Site	Logged, not yet vegetated	Logged, replanted 5-10 year tree growth	Greenfield Old growth					Logged and replanted	10 year old growth, based on site recon		
21	Proximity to airport, as well as any commercial Sea Plane locations	>8 km away			<8 km away							Can apply for variance	Can apply for variance
22	Other Landfill Criteria - floodplains, shorelines, faults and unstable areas, buffers, gullies and depressions	Meets Criteria			Does not meet criteria	Suspected to be on Karst							No 50 and 30 m buffers
23	Mapped Arch Sites based on BC Remote Access to Archeological Data - confirmation with shishalh Nation and other neighbouring First Nation communities to confirm if unmapped sites within area	>500 m	300 m - 500 m	300 m - 100 m	<100 m		3 nearby sites based on RAAD				3 nearby sites based on RAAD		
Desktop Review score							55	Not scored, not viable for new location	58	Not scored, not viable for new location	Not scored, not viable for new location	75	73



Figure 1: Reviewed Landfill Locations

Legend

FWA - Named Point Feature

FWA - Stream Network - Lin
EDGE_TYPE

- Stream - Main Flow
- Stream - Secondary Flow
- Wetland - Main Flow
- Wetland - Secondary Flow
- Lake Skeleton - Main Flow
- Lake Arm Skeleton - Secondary
- River Skeleton - Main Flow
- River Skeleton - Secondary Flow
- Flow Connector
- Isolated Waterbody Skeleton - I
- Underground Connector - Main
- Inferred Connector
- Manmade - Main Flow
- Manmade - Secondary Flow
- Flow Connector - Outside BC

FWA - Stream Network - Lat

Critical Habitat for Federally Risk - Posted - Colour Them

CRITICAL_HABITAT_STATUS

- Final
- Proposed
- Community Watersheds



1: 72,224

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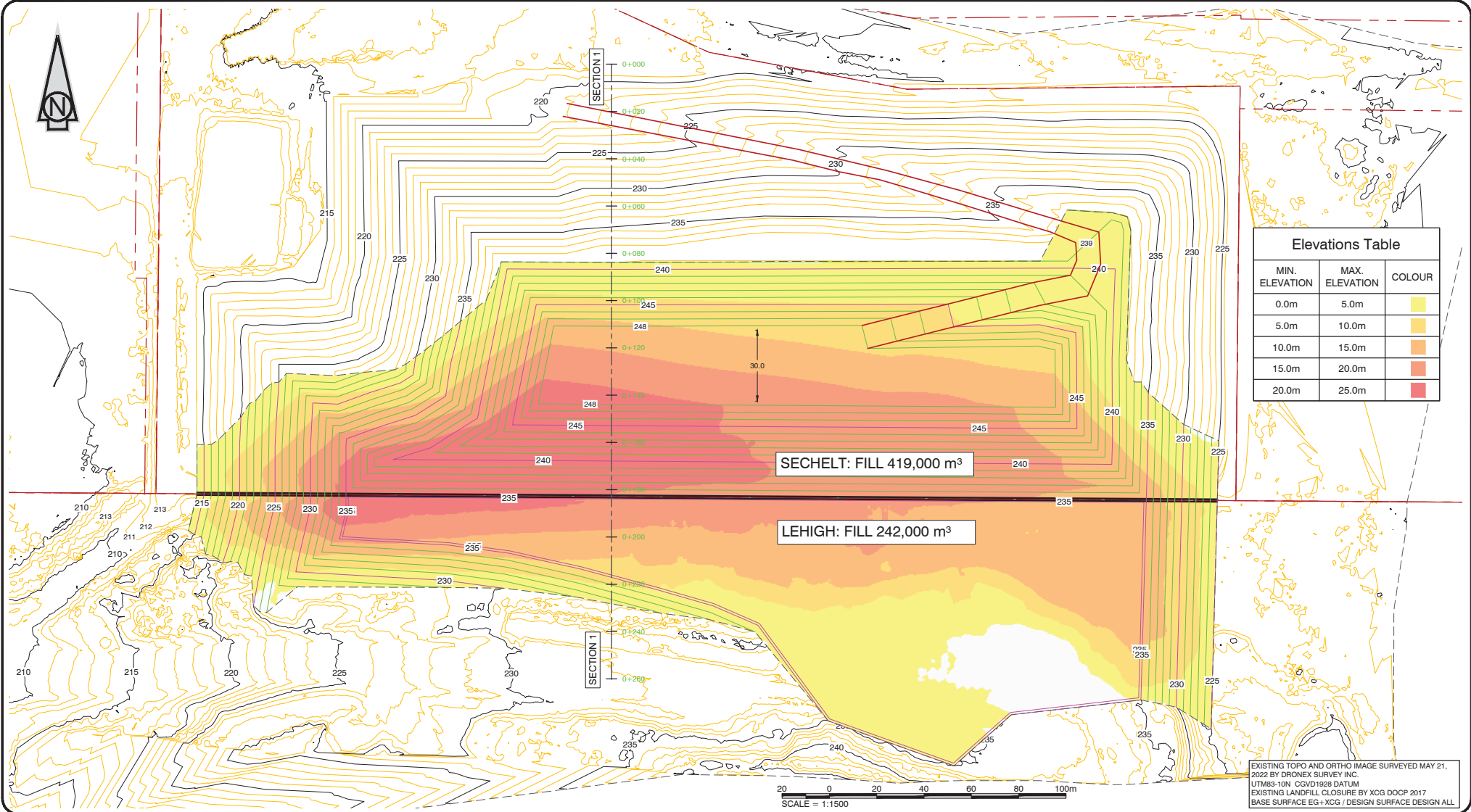
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Datum: NAD83
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Key Map of British Columbia



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 **SPEARLING
HANSEN
ASSOCIATES**

• Landfill Siting
• Design & Operations Plans
• Landfill Closure
• Environmental Monitoring

#8 - 1225 Keith Road East
North Vancouver, B.C. V7J 1J3
Phone: (604) 966-7723

LEGEND:

- 5m LANDFILL CONTOUR
- 1m LANDFILL CONTOUR
- 5m DESIGN CONTOUR
- 1m DESIGN CONTOUR
- STORM DITCH
- CULVERT & HEADWALL
- CREEK
- CREEK 100m OFFSET
- PROPERTY LINE

CLIENT:

 **Sunshine Coast
Regional District**

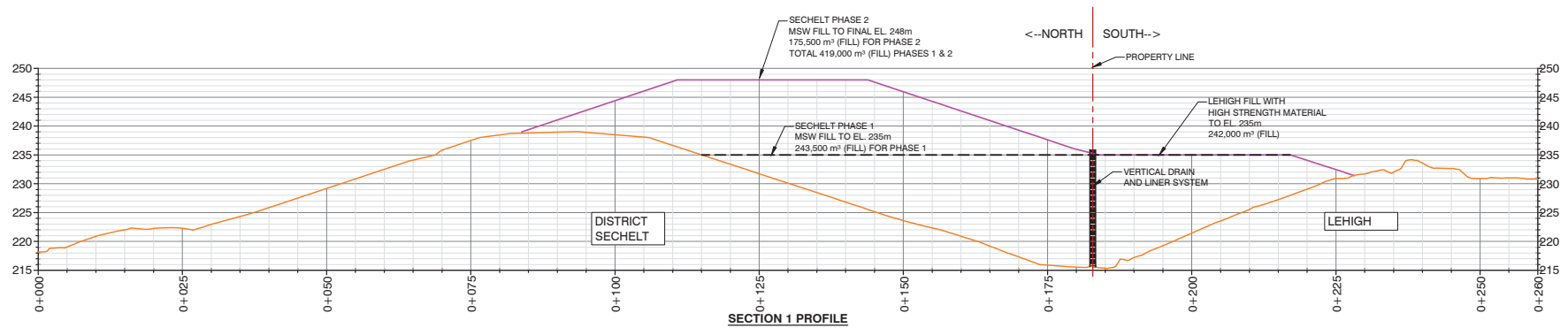
PROJECT:

SCRD LANDFILL SITING ASSESSMENT

TITLE:

PLAN

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20 0 20 40 60 80 100m
SCALE = 1:1500



SPEHLING
HANSEN
ASSOCIATES

- Landfill Siting
- Design & Operations Plans
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North Vancouver, B.C. V7J 1J3
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- LEGEND:
- 5m LANDFILL CONTOUR
 - 1m LANDFILL CONTOUR
 - 5m DESIGN CONTOUR
 - 1m DESIGN CONTOUR
 - STORM DITCH
 - CULVERT & HEADWALL
 - CREEK
 - CREEK 100m OFFSET

--- PROPERTY LINE

CLIENT:



PROJECT:

SCRD LANDFILL SITING ASSESSMENT

TITLE:

SECTION

SCALE:
1:750

DATE:
2023/03/21
yyyy/mm/dd

PROJECT NO:
PRJ 22056

DESIGNED

TS

DRAWING NO:

DRAWN

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FIGURE 3

CHECKED

TS



sN File: SNR21127.01

August 28, 2023

Via: Dean.McKinley@scrd.ca

Dean McKinley
Chief Administrative Office
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC
V7Z 0A8

Dear Mr. McKinley,

Re: SNR21127.01 – Sunshine Coast Regional District Future Waste Disposal Options Analysis – Part 3

We are writing to you today in response to the Sunshine Coast Regional Districts (SCRD) proposed Future Waste Disposal Options Analysis – Part 3.

This project overlaps with the shíshálh Nation swiya (world, birthplace, “Territory”). The shíshálh Nation have Aboriginal Title and exercise Aboriginal Rights throughout our swiya. In the past, present, and future we have and will continue to use and occupy our swiya, including relying upon the lands, waters, and resources of our swiya to sustain us. Our Aboriginal Title to our swiya includes the right to choose the use to which the land, water, and resources are put, and the right to benefit from such use. Our Title and Rights also include a stewardship responsibility.

We would like to refer you to the shíshálh Nation Declaration. It states that “the shíshálh Nation, openly and publicly declares that we have Aboriginal Title and Aboriginal Rights to our territory (the Territory), including the lands, waters and resources that have been ours since time immemorial. We have been given the responsibility from the Creator to care for our Territory. Our Territory sustains our people, maintains our indigenous way of life, and is integral to our identity as shíshálh. We have always governed ourselves and our Territory and have never relinquished our authority or jurisdiction over such. We have our collective right to live as a distinct people.”

Our declaration further states, “We have and continue to hold Aboriginal Title and Aboriginal Rights to the Territory, and we have the right to own, use, occupy, develop and control the lands, waters, air space and resources of the Territory in accordance with shíshálh laws, customs, traditions, needs and aspirations.”

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We would like to reiterate that we continue to have our authority over all of the land and water throughout the swiya. The development of our land and resources shall only proceed when the risks of impacts on our swiya are well understood and accepted by the shíshálh Nation. Development of our lands and resources requires our consent as articulated in Article 32 of the United Nations Declaration of the Rights of Indigenous People, which contains principles of consultation, cooperation, and consent.

In the decision of the Supreme Court of Canada in the Tsilhqot'in case, the Court stated that Aboriginal title confers:

. . . the right to decide how the land will be used; the right of enjoyment and occupancy of the land; the right to possess the land; the right to the economic benefits of the land; and the right to pro-actively use and manage the land. (at para. 73)

The Tsilhqot'in decision affirms the perspectives articulated in our Declaration. Aboriginal Title is real and meaningful, is Territorial in nature, and means that First Nation consent is required for use of our Title lands and resources.

We take our responsibility to steward our swiya, for the benefit of both current and future generations of our people, very seriously. The lands and resources within our swiya are to be strategically and thoughtfully managed to ensure future generations are afforded stability in livelihood.

In May 2023 the SCRD reinitiated discussions regarding this project with shíshálh Nation Government District (sNGD). The ability to review the analysis in full set forth a project that, through inadequate engagement with shíshálh Nation, outlines assumptions the SCRD has made regarding end land use for a parcel within the Heidelberg Materials Sechelt Mine site and owned by the Nation.

The proposed plan describes options to expand the footprint of the current SCRD landfill to the west or to the south.

The West option presents the following constraints and assumptions:

- The west option is on land owned by a shíshálh Nation company (Kwikwil Developments Ltd.) and is included in Heidelberg Materials mine plan.
- The west option is not feasible as it contains sand and gravel resources which will be mined within the next few years, for which then a large, permanent overburden/interburden stockpile is built to house waste material from Heidelberg's mining operations. There will be no room for a landfill within the area west of the landfill.

The South option presents the following constraints and assumptions:

- The south option incorrectly assumes that the current stockpile of waste material from the Heidelberg mine will remain in place so engineered fill material can be placed against it to fortify (buttress) the foundation of a new southern landfill berm.

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- The Heidelberg waste stockpile will be removed, and the area underneath mined for its sand and gravel resources. This precludes the ability of the SCR D to build a higher berm as it will have no material to build against.

The proposed landfill expansion would have significant impacts on shíshálh Nation and is not in alignment with the Relationship Agreement with Heidelberg. These are not feasible options for a landfill on the Coast.

Stewardship and Territorial Land Management (STLM) has undertaken significant previous engagement with the SCR D on future landfill sites in the past. Any further work should continue those collaborative efforts. It is most efficient when we work together. Exploring options that do not align with the values or desires of the shíshálh Nation ultimately wastes time and limits progress. This is why all are encouraged to engage early and often with the Nation.

We look forward to recommencing collaborative efforts to locate a new landfill site for the betterment of the entire Sunshine Coast.

Yours truly,

shíshálh Nation Council


Ihe hīwus Lenora Joe


hewhiwus Shain Jackson


hewhiwus Raquel Joe


hewhiwus Rochelle Jones


hewhiwus Philip Paul

CC: Sean Maloney, shíshálh Nation Chief Administrative Officer
shíshálh Nation Chief and Council

SHÍSHÁLH NATION

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SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 25, 2024

AUTHOR: Dean McKinley, Chief Administrative Officer

SUBJECT: WATER SYSTEM FIRE FLOW UPDATE – SCRD BYLAW / PRACTICE REVIEW

RECOMMENDATION(S)

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

BACKGROUND

A report was brought to the January 11, 2024 Committee of the Whole to provide information on preliminary water system modelling results. These water system models suggested that in some areas, SCRD Water Systems do not meet current fire flow standards which could impact proposed subdivisions or rezoning of properties. At the meeting, the Board and staff heard from representatives of the Sunshine Coast Development Community who expressed concerns with pausing development applications based on the preliminary modelling results.

The following Sunshine Coast Regional District (SCRD) Board resolution was moved and seconded on January 11, 2024:

004/24 **Recommendation No. 4** *Water System Fire Flow Update*

THAT staff come back with a revision of appropriate Bylaw(s) that are consistent with our current practice for fire flow standards to be used when assessing water infrastructure upgrades associated with development.

The purpose of this report is to provide clarification on the current practice employed in the development review process related to the application of existing SCRD bylaws.

DISCUSSION

SCRD Bylaw/Practice Review

Following the January 11, 2024 Board meeting the SCRD reviewed its current practice in more detail based on the current wording of *SCRD Subdivision Servicing Bylaw No. 320* and *SCRD Water Rates and Regulations Bylaw No. 422*. While there are opportunities for improvements within these existing bylaws, the current practice of assessing proposed water infrastructure upgrades associated with development applications does not contradict these bylaws. As a result, there are no revisions required to either bylaw to implement Board direction.

Assessment of Current Development Applications and Professional Obligations

Development applications currently under review located in areas identified by the preliminary water system analysis as not meeting current fire flow standards will be assessed on an individual basis. The SCRD will work with the developers to find agreeable solutions aligned with SCRD's water infrastructure planning in accordance with engineering best practices and without putting additional undue costs on existing water service participants.

As an employer of Professional Engineers, the SCRD has been issued a Permit to Practice by the Engineers and Geoscientists British Columbia (EGBC). The conditions of this Permit obligate the SCRD to various Principles in its conduct of work that relates to Professional Engineering, including the requirement to "hold paramount the safety, health, and welfare of the public...".

Other Related Work Underway

The presentation of the Fire Flow Analysis results will be scheduled for a future Committee of the Whole meeting. There will also be a staff report provided that includes additional information on subdivision servicing fire flow standards and implications for development.

The SCRDs infrastructure planning related to fire flows is currently being updated and will result in the Fire Flow Action Plan that will be presented to the Board in Q3 2024. This will subsequently be integrated with infrastructure upgrades required to meet other operational requirements in the Water Master Plans for all SCRD water systems. These Water Master Plans will be presented to the Board early in 2025.

The SCRD has also begun work on a previously approved project to modernize and update both bylaws which will include a review of subdivision servicing design standards. An updated Bylaw No. 320 is expected to be presented to the Board for their consideration in Q3 or Q4 2024.

Communications Strategy

The SCRD will engage with representatives of existing subdivision applications that are impacted by the new water model results to discuss acceptable solutions for their proposals.

The SCRD will issue information to the public in the coming days to reiterate that there is no immediate concern in the SCRD's ability to provide water for fire prevention.

The ongoing bylaw reviews will engage relevant stakeholders, including members of the development community to facilitate a mutual understanding of any impacts that proposed changes may have.

STRATEGIC PLAN AND RELATED POLICIES

This is aligned with the strategic delivery focus area of Water Stewardship. In addition, the SCRD has adopted policies to facilitate the delivery of sustainable services, including the SCRD Asset Management and Financial Sustainability policies.

The obligations of Professional Engineers at the SCRD is supported through the SCRD's Professional Practice Management Plan as part of the Permit to Practice issued by EGBC.

CONCLUSION

The SCRD is currently able to plan infrastructure upgrades in accordance with best practices and industry standards while adhering to the current Bylaws. Development applications will continue to be reviewed as per the current SCRD practice.

Upon receipt of the completed water modeling report the SCRD will be able to provide more detailed responses regarding infrastructure upgrades and how the costs of installing new infrastructure to service proposed developments can be shared equitably with developers without putting additional undue costs on existing water service participants.

Reviewed by:			
Manager		Finance	X – T. Perreault
GM	X – R. Rosenboom	Legislative	X – S. Reid
CAO		Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 25, 2024

AUTHOR: Tina Perreault, General Manager, Corporate Services / Chief Financial Officer

SUBJECT: YOUTH PROGRAMS, RECREATION PROGRAMS AND YOUTH CENTRES

RECOMMENDATION(S)

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

BACKGROUND

At the December 14, 2023 Board Meeting the following resolution #376/23 from Round 1 Budget was adopted:

Recommendation No. 11

Sunshine Coast Community Schools and Sunshine Coast Community Services Society (Youth Outreach Worker Program) – 2024 Budget Requests

The Finance Committee recommended that the Sunshine Coast Community Schools and Sunshine Coast Community Services - Youth Outreach Worker Program - 2024 Budget requests be referred to the 2024 Round 2 Budget pending a staff report to January 25, 2024 Committee of the Whole regarding youth programs, recreation programs, youth centres, youth outreach and restorative justice programs;

AND THAT the report provides historical information of grants provided to these organizations by the Sunshine Coast Regional District.

DISCUSSION

Reviews of these services, funding models and program qualifications have been completed over the past 10 years. The SCRD has supported various youth related organizations on the Sunshine Coast. Some of these programs have been furthered by the Parks and Recreation Master Plan (January 23, 2014 – Chapter 6), to provide programs for youth benefit (excerpt).

36. Continue to engage appropriate and connected service providers, decision makers, and youth (from different communities and of different ages and perspectives) to fund, plan, deliver, and promote youth opportunities within youth centres in Sechelt (proposed) and Gibsons, in school and other suitable locations.

The SCRD has acted as a facilitator vs. directly running all the programs discussed in this report.

Historical information

Since 2012 there are two Youth Centres – Gibsons and Sechelt. Historically, Gibsons Youth Centre was funded through Gibsons and Elphinstone Community Schools for coordinator at a rate of \$3,000 and in 2012 the Sechelt Youth Centre was in the planning stages and was eventually approved at \$30,000 funded as a pilot project from Regional Recreation [670].

When Provincial Community School Funding was cut in 2012 the Sunshine Coast Regional District (SCRD) stepped in to provide \$10,000 per Community School – total \$50,000 funded from Electoral Area Grant-in-Aid (GIA) Community Schools [125] (in which all areas participate except the shíshálh Nation Government District (sNGD)). It was due to this new granting that the Board realized that there was a need for structure for the use of funds. In late 2012 a survey was conducted with each of the Community Schools to respond to the following questions:

- 1) What funding do you receive from the SCRD now by program or activity?
- 2) Do you need more SCRD funding? How much? Why? What would be the consequences if the SCRD were to reduce to increase funding?
- 3) Summarize the existing program activities.
- 4) List any desired new program activities to be funded by the SCRD.
- 5) Summarize the benefits to our community and youth in particular.
- 6) By location where is the SCRD funding used (e.g., what schools).
- 7) What are your hours of operation for SCRD funded activities?
- 8) What is your organizational structure now i.e., what schools are you responsible for? (have the 2012 changes for Community Schools by School District #46 caused any shifts in what you do and where you work and how SCRD funds could be used)?
- 9) Give any other information about your use of funds and plans for 2013.
- 10) Your Name and Community School represented.

Attachment A shows 2012 responses to question 3 and information extracted from 2024 Budget Submissions.

Issues in 2012 (below) are similar in nature to issues faced by Youth in 2023:

- Aboriginal Children / Youth and Families – needing support.
- Pressures – school, sexuality, drug and alcohol use, family pressures, relationships, etc.
- Home Pressures – lack of sense of “grounding” for many youth at school and home.
- Poverty, lack of food, lack of shelter, single parent situations, parents with mental health and addiction,
- Need a place to reconnect with the Community, build relationships and trust, Outreach location rather than only phones and e-mails.
- Teens “hanging out” – landing spot would be beneficial.
- Providing resources (birth control, etc.), new programs, community alerts
- Peace of mind to parents their teens are doing safe activities in safe environments.

In 2013 the Board revisited the funding for Youth Programs / Centres and were presented the following options:

- Fund through Community Schools GIA [125] using multi-year agreements.
- Fund through Regional Recreation Programs [670]
- Develop a new SCR D Service for youth and / or other social programs.
- Fund from traffic Fine revenue (which does not exist at the District of Sechelt now)

Community School Youth Programs and Sechelt Youth Centre were funded from Regional Recreation Programs [670]. Gibsons Youth Centre was taken over by a contracted service and therefore Gibsons and Elphinstone Community School was able to use the full \$10,000 for Youth Programs.

It is worth noting, that Restorative Justice (Halfmoon Bay–Chatelech Community School) and Youth Outreach Worker Program (Sunshine Coast Community Services Society (SCCSS)) are considered social programs and therefore cannot be funded under Regional Recreation [670]. Halfmoon Bay-Chatelech Community School is funded from Community Schools GIA [125] and the Youth Outreach Worker Program is funded by 50% population and 50% assessment from each Electoral Area GIA [121-129] and District of Sechelt and Town of Gibsons fund independently. Another important thing to note regarding SCCSS – Youth Outreach Worker Program, up to 2015 the Board approved funding on a three-year memorandum of understanding.

Historically, Electoral Area A “Recreation Programs” under contract with Pender Harbour Community School was funded from Electoral Area A GIA, this was to be amended to a more regional scope in 2014 and 80% was split out to Regional Recreation Programs [670]

2013 Performance Based Requirements have not been revised up to 2023:

- Outline specifically the services to be provided.
- Include program and financial account reporting.
- Provide programming accessibility in particular cases beyond the geographic location of the facility and outside the host community school (e.g., Langdale and cedar Grove Schools)
- Provide selected programming to all municipalities and other participants in function [670]

Area ‘F’ Islands were removed from the service area for [670] and the sNGD participates in funding [670] but not Community Schools GIA [125]. As the Islands are out of Recreation Programming [670] it made sense to rationalize several similar programs under this existing function. Therefore, like programs were all funded from one coast-wide (except Islands) source. For Community Schools GIA [125], the SCR D cannot remove the Islands portion, Area ‘F’, under the current legislation. The tax cannot be requisitioned for a partial electoral area / municipality unless a new service is established with an approval process. As Youth Outreach and Youth Restorative Justice were services with individual factors, it not merit consideration as a new function with the associated bureaucratic issues and costs. The Islands youth can access outreach particularly when they are on the peninsula and the schools they attend may avail themselves of the restorative justice services originating from Halfmoon Bay-Chatelech Community School.

In the bigger picture, the major recreation facilities have programs and activities for youth and Joint Use of Schools has also opened opportunities for youth by providing enhanced school amenities. Joint Use is under discussion in 2023 to see if it may become more effective and have the related agreements updated. The major recreation facilities may be used by non-participants from Area 'A' and the Islands (arenas, pools, community centre). Finally, the halls in SCRD Parks [650] are accessible to local communities as noted in the Master Plan research and recommendations. The Pender Harbour old ranger station park, for example, leases space to a day care.

In 2013, creating a new function for Community Social Service was deemed unnecessary. At 2021 Round 1 Budget a project was again proposed to explore the feasibility of establishing a Community Social Service function though this was cancelled in 2022 due to various logistical reasons.

The last review of these services was in February 2017 so staff have updated the tables presented at that time up to and including 2023 Grant Funding (Attachment B).

Finally, in 2017 the Board requested the auditors, BDO Canada LLP, to review the processes of providing grant funding for regional Recreation Programs and Electoral Areas' Grant-in-Aid, the results are included as Attachment C.

Financial Implications and Timeline for next steps or estimated completion date

The Community Partners 2024 Budget Submissions for Youth Programs, Recreation Programs and Youth Centres will be reviewed at the 2024 Round 2 Budget on February 5, 2024 for budget decisions.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

At 2024 Round 1 Budget the Finance Committee requested information regarding the current and historical requests by Community Partners regarding youth programs, recreation programs, youth centres, youth outreach and restorative justice programs. This report is provided for information only in support of the Committee's consideration of the 2024 Budget Submissions by the Community Partners at 2024 Round 2 Budget Finance Committee Meeting on February 5, 2024.

Attachment A – Survey results on Programs vs. 2024 Programs

Attachment B – Youth Programs Historical Funding

Attachment C – Excerpt from BDO Canada LLP Audit for y/e December 31, 2016

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

Attachment A – Comparison of 2013 Survey Responses regarding Youth Related Programs and 2024 Budget Request Summarizations (excerpted from 2024 Community Partner Budget Submissions received at December 4, 2023 Finance Committee Round 1 Budget)

Youth Programs / Facility	2013 Survey Responses	2024 Community Partner Budget Submissions
Gibsons Youth Centre	Included in Survey as part of Gibsons Area Community Schools	This is now run through a tendered contract with the YMCA of BC
Sechelt Community Schools Sechelt Youth Centre \$55,000 Youth Programs \$10,000	Sechelt Youth Centre operates a general drop in program Tuesdays through Fridays as well as offering special events and out trips. We are piloting a Monday Tween drop-in program in February and March. Summer camp coordination involved the senior staff oversight for both Sechelt and Gibsons Coastal Kids summer camps – essential to the successful running of these programs.	Youth Programs: <ul style="list-style-type: none"> •Two SYC Staff providing drop-in space between 2:30 and 6:00 p.m. Monday to Friday – Ages 10-18 (Twins and Youth) •Gym Access for basketball, floor hockey, soccer, etc. •Sports Equipment, arts and crafts programs, games Sechelt Youth Centre: <ul style="list-style-type: none"> •Safe and nurturing environment to create positive relations, engage in constructive activities and develop life skills. •Supervised computer access •Dinner Club
Halfmoon Bay-Chatelech Community School Association (formerly Halfmoon Bay Community School) Tween Nights - \$2,700 Restorative Practices - \$10,000	<ul style="list-style-type: none"> •Teen Night Drop-in •Adult Spin classes •Restorative Practices training, resources and delivery of services to youth, educators, community volunteers 	<ul style="list-style-type: none"> •Tween Nights – Friday night activities (Tween Cooking and Paint Nights) and two in-person fun nights at the school – hired Grade 12 student to coordinate. •Restorative Practices – district wide training and a 4 hour per week coordinator position •Restorative Practices – Peace Circles, Positive Discipline training, Compassionate Systems Leadership tools. •Partner with the Restorative Justice Program of the Sunshine Coast •Two Coordinators one for HMB and one for Chatelech
Roberts Creek Community School \$10,000	Friday night youth drop-in - 6 p.m. to 10 p.m. every Friday night. Sports activities, snacks, games and music.	Nights Alive Program: <ul style="list-style-type: none"> •Teen / Tween drop-in program – Fridays 2:45 to 5:30 p.m. at the school •Students Grade 6-7 •For youth to socialize, recreate and enjoy sports, games, crafts, cooking , beach fires. •Experienced team to mentor youth and support peer-to-peer relationships.

<p>Pender Harbour Community School Society</p> <p>Community Recreation Program Area A - \$46,000</p> <p>Youth Program: \$16,000</p>	<ul style="list-style-type: none"> •Pender Harbour Community School is a vital hub for the rural communities of Pender Harbour, Egmont and adjacent islands (located at the northern end of the Sunshine Coast Regional District). •We are a community resource where everyone is welcome - seniors, youth, single parents, young families, those living in isolation and individuals facing social, learning or physical challenges. •Residents have access to a wide range of educational courses, a computer lab and resource centre, as well as recreational activities and opportunities for social interaction. •In partnership with the Aquatic and Fitness Centre, we produce the “Community Guide” three times/year — a resource that is specifically pointed to by community members as a valuable community-building and communication tool. 	<p>Community Recreation Program Area A</p> <ul style="list-style-type: none"> •Home Alone and Babysitting Certification Course 11+ •Art Classes grades 1-4 and 4-6 •Drop-in sport programs – pickleball, men’s floor hockey, volleyball, kids floor hockey •Face Painting Program – Grades 7-12 •Cooking Classes for Adults and Kids •Annual spring T-Ball program Grades K-4. •First Aid Training and Certification – Grades 9-12 at the school •Collaborating with local organizations to provide family support and drop-in-programs to vulnerable community members. <p>Youth Program:</p> <ul style="list-style-type: none"> •Meeting the needs of elementary and high school families. •Centralized youth drop-in program in the Summer •Drop-in Sports Programs for youth and support to local sports teams. •Subsidized cost for summer camps and local activities for 5 youth •SOGI Programs
<p>Gibsons Area Community Schools (formerly Gibsons and Elphinstone Community School)</p> <p>\$10,000</p>	<p>Grant in Aid:</p> <ul style="list-style-type: none"> •Elphinstone Homework Club •Elphinstone Breakfast / Lunch Program •Elphinstone Sewing Club •Youth Centre Out Trips •Coordinator Time •Summer Art Program •Elphinstone Cool School <p>• Youth Centre Operations: weekly programs within the youth centre facility 5 days per week plus Friday Night Sports at Elphinstone gym.</p>	<ul style="list-style-type: none"> • KIDZ CLUB / Spring Camp and Summer Camp • Try A Trade (TAT) – Elphinstone School Shop (Tuesdays 3:30 p.m. to 6 p.m.) – students grade 6 -12. • Langdale Family Fun Nights – Langdale Elementary Gym – paid facilitator for family events • Homework Club – Elphinstone – qualified instructor 5 days a week • Garden Club – Elementary Schools – meets during school time and on school breaks to run the garden.

<p>Sunshine Coast Community Services Society – Youth Outreach Worker Program</p>	<p>Not included in the 2013 Survey though per 2013 MOU:</p> <ul style="list-style-type: none"> •The program hires youth outreach workers under the office of the sunshine Coast Community Services Society who promote increased safety for youth and aims to decrease high-risk behaviour for young people. •The program has a steering committee comprised of representatives of Community Schools and the Sunshine coast Community Services Society. •The target population is aged 13 to 23 who have access to the four youth outreach workers. •The outreach team works in all parts of the Sunshine coast to address needs like hunger, safe transportation, warm clothing, to assist families at risk and to handle behaviour and substance abuse issues. 	<ul style="list-style-type: none"> •Stop and Talk at Kinnikinnick •Lunch time secondary school outreach (Elphinstone, Chatelech, Pender) •Alternative school visits and check-ins with youth •Quarterly pop-up events across the Coast •Monthly Queer Youth Drop-In •Monthly Gender Diverse Network Meeting •Collaborative events (partnering with the Nation, SC Pride, SD46, Community Schools, VCH) •Youth Outreach Phone (rotated weekly between youth workers. Calls and texts answered Monday to Friday) <p>New Programs:</p> <ul style="list-style-type: none"> •Dungeon and Dragons Program •Cooking Skills Program •Caseload of youth outreach-based clients. •Expand Stop and Talk
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Attachment B - Youth Programs Funding Staff Report January 25, 2024
2012-2023

			\$																					Requested	Requested
#	Type	Program Function	2012	2013	2014	2015	2016	2017	% Change	2018	% Change	2019	% Change	2020	% Change	2021*	% Change *	2022	% Change	2023	% Change	2024	% Change		
1	Youth Centres	Sechelt	125	\$ 30,000																					
			670		\$ 30,000	\$ 33,900	\$ 30,000	\$ 30,000	0%	\$ 35,000	14%	\$ 35,000	0%	\$ 35,000	0%	\$ 12,600	-178%	\$ 17,713	29%	\$ 42,000	58%	\$ 55,000	24%		
		Gibsons	617	\$ 43,250																					
			670		\$ 56,000	\$ 56,000	\$ 39,984	\$ 47,440	16%	\$ 47,824	1%	\$ 57,376		\$ -		\$ -		\$ 38,368		\$ 49,046					
2	Youth Drop-in / Restorative Justice	PH, HMB, RC, GIB, SEC	125	\$ 50,000	\$ 52,500			n/a		n/a		n/a		n/a		n/a		n/a		n/a		n/a			
		HMB RJ	125		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%
		HMB TWEEN	670										\$ 2,700		\$ 2,700		\$ 2,700		\$ 2,700		\$ 2,700		\$ 2,700		
		PH	670			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 15,000	33%	\$ 15,000	0%	\$ 15,000	0%	\$ 16,000	6%	
		RC	670			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 3,000	-233%	\$ 10,000	70%	\$ 10,000	0%	\$ 10,100	1%	
		GIB	670			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	
		SEC	670			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	\$ 10,000	0%	
			121	\$ 6,390	\$ 7,598	\$ 7,742	\$ 7,889	\$ 7,889	\$ 7,803	-1%	\$ 8,453	8%	\$ 8,389	-1%	\$ 8,790	5%	\$ 8,978	2%	\$ 11,587	23%	\$ 11,951	3%			
3	Youth Outreach Program (50% Assessed / 50% Population)		122	\$ 6,229	\$ 6,437	\$ 6,559	\$ 6,683	\$ 6,683	\$ 7,377	9%	\$ 8,067	9%	\$ 8,372	4%	\$ 8,458	1%	\$ 8,592	2%	\$ 10,369	17%	\$ 10,827	4%			
			127	\$ 8,052	\$ 6,470	\$ 6,593	\$ 6,718	\$ 6,718	\$ 7,169	6%	\$ 7,722	7%	\$ 8,015	4%	\$ 8,269	3%	\$ 8,596	4%	\$ 9,878	13%	\$ 10,340	4%			
			128	\$ 8,650	\$ 6,043	\$ 6,157	\$ 6,274	\$ 6,274	\$ 6,799	8%	\$ 7,348	7%	\$ 7,573	3%	\$ 7,829	3%	\$ 8,057	3%	\$ 9,465	15%	\$ 9,939	5%			
			129	\$ 5,442	\$ 7,283	\$ 7,442	\$ 7,562	\$ 7,562	\$ 6,858	-10%	\$ 7,122	4%	\$ 7,137	0%	\$ 7,458	4%	\$ 7,807	4%	\$ 9,305	16%	\$ 9,571	3%			
		TOTAL	\$ 34,763	\$ 33,831	\$ 34,493	\$ 35,126	\$ 35,126	\$ 36,006	2%	\$ 38,712	7%	\$ 39,486	2%	\$ 40,804	3%	\$ 42,030	3%	\$ 50,604	17%	\$ 52,628	4%	\$ 55,259	5%		
			121	\$ 40,000	\$ 40,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	0%	\$ 8,000	0%	\$ 8,000	0%	\$ 8,000	0%	\$ 8,000	0%	\$ 8,220	3%	\$ 8,220	0%	\$ 9,200	11%	
4	Pender Harbour Recreation Program		670		\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	0%	\$ 32,000	0%	\$ 32,000	0%	\$ 32,000	0%	\$ 32,000	0%	\$ 32,880	3%	\$ 32,880	0%	\$ 36,800	11%		
		TOTAL	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	0%	\$ 40,000	0%	\$ 40,000	0%	\$ 40,000	0%	\$ 40,000	0%	\$ 41,100	3%	\$ 41,100	0%	\$ 46,000	11%		
TOTAL BY YEAR			\$ 124,763	\$ 199,581	\$ 154,493	\$ 159,026	\$ 155,126	\$ 156,006	1%	\$ 163,712	5%	\$ 167,186	2%	\$ 168,504	1%	\$ 145,330	-16%	\$ 167,117	13%	\$ 193,428	14%	\$ 215,059	10%		

*COVID *COVID

**YMCA FOR
Gibsons Youth Centre
Not included in totals



REGIONAL RECREATION PROGRAMS AND RURAL AREAS GRANT-IN-AID

As you know, a Board motion was passed for the auditors to review and provide general comments in regard to funding of recreation programs both directly and through rural areas grants-in-aid. We understood that the Board had concerns about the consistency and appropriateness of policies in the areas of regional recreation program funding including rural areas grant-in-aid, and therefore made this request to us. Management provided us with background information to conduct our review which included:

- Legislation and policy including relevant SCRD bylaws
- Spreadsheet summarizing program funding by year including Youth Drop-In and Restorative Justice, Youth Centres, Youth Outreach Worker, Pender Harbour Recreational Programs
- Rural Areas Grant-in-Aid Policy and related application forms and website instruction
- Grant-in-Aid amounts by organization over the period 2012 - 2016

We began our review with a high-level look at the 2012 - 2016 period. We noted that there were some items funded which might arguably be considered against policy. There certainly were numerous grey areas where differences between current policies and practice may have occurred.

Some of the potential deviations from policy included:

- funding paid for remuneration
- capital funding provided to owned assets
- funding social services through recreational services

Importantly though, all amounts funded were ultimately used for activities with community benefit.

At this point, we paused to determine if it would be valuable for us to move beyond a high level overview and look into the more minute details. We felt that it would not be good value for money for us to do so. This is because it was clear to us that management was aware of the situation and the inconsistencies that had occurred and were already committed to change.

Importantly, there was nothing from our review that caused us concern in regard to the financial statement amounts or presentation.

Recommendation:

We recommend that SCRD develop an updated comprehensive policy for Grant-In-Aid funding that clearly outlines funding items and sources.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 25, 2024

AUTHOR: Rob Michael, Chief, Gibsons and District Volunteer Fire Department

SUBJECT: COMMUNITY RESILIENCY INVESTMENT PROGRAM – 2024 AND 2025 FIRESMART
COMMUNITY FUNDING AND SUPPORTS GRANT APPLICATION

RECOMMENDATION(S)

- (1) **THAT the report titled Community Resiliency Investment Program – 2024 and 2025 FireSmart Community Funding and Supports Grant Application be received for information;**
 - (2) **AND THAT a grant application of up to \$1,500,000 for Community Resiliency Investment Program – 2024 & 2025 FireSmart Community Funding and Supports be submitted to the Union of British Columbia Municipalities on behalf of the Sunshine Coast Regional District;**
 - (3) **AND THAT the Sunshine Coast Regional District supports the project and is willing to provide overall grant management;**
 - (4) **AND FURTHER THAT requests for resolutions of support be forwarded to the Town of Gibsons, District of Sechelt and shíshálh Nation Government District.**
-

BACKGROUND

In June 2023, the Sunshine Coast Regional District was awarded \$746,355. from the UBCM Community Resiliency Investment Program (CRI) grant program for FireSmart Community Funding and Supports.

To date, the project has completed the following milestones:

- Job descriptions and associated postings completed.
- FireSmart Coordinator, David McIlwraith was hired.
- Wildfire Mitigation Specialist, Bill Higgs was hired.
- Local FireSmart Representative, Erin Wilson was hired.
- Meetings with several of the key stakeholders have taken place.
- A Community Engagement Campaign has been initiated by the above staff.
- The following assessments have been completed:
 - 75 Homeowner Assessments
 - 12 Public Engagement Events
 - 3 Public Market Events

The Community Resiliency Investment (CRI) program was announced by the provincial government in 2018 and is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. The FireSmart Community Funding and Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from

wildfire. Funding is provided by the Province of BC and is administered by the Union of British Columbia Municipalities (UBCM).

Applications for the 2024 and 2025 grant program are open from October 1, 2023 until December 31, 2024. Please see '*Timeline for next steps or estimated completion date*' below for additional timing comments.

The program is structured to fund FireSmart activities in communities throughout BC. Many of the eligible program activities are prescribed through, e.g. set job descriptions or specific types of equipment.

Base funding is scaled to offer eligible applicants with lower risk of wildfire, generally demonstrated by Wildland Urban Interface (WUI) Risk Class 4 and 5, to apply for up to \$100,000 per application and applicants with a higher risk of wildfire, generally demonstrated by WUI Risk Class 1 to 3, to apply for up to \$200,000 per application. The Egmont area in the SCRD is classified as higher risk, whereas all other areas in the Sunshine Coast are lower risk.

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum base funding would be calculated by the number of eligible applicants included in the application and the associated risk class of each.

Applications from regional districts may exceed the base funding maximum in order to fund FireSmart activities only in one or more electoral areas. An additional \$50,000 is available for each electoral area.

100% funding of up to a maximum amount of \$750,000 per year, (for a total of \$1,500,000) is available to the Sunshine Coast Regional District (SCRD) for a regional application, including the additional base funding for FireSmart activities in the electoral areas.

DISCUSSION

An application for this project has been prepared to seek funding to enhance the SCRD wildfire preparedness and prevention. A resolution of Board support is required to accompany the grant application.

Project: SCRD FireSmart Team and Structure Protection Equipment

The Sunshine Coast Emergency Program (SCEP) is constantly adjusting to be better prepared to prevent and respond to wildland urban interface fires. This application seeks to enhance the resiliency of SCEP by maintaining a dedicated FireSmart team and purchasing additional structure protection equipment.

The approach proposed is a coordinated strategy involving all four local governments and six fire departments on the lower Sunshine Coast. The specific activities to be undertaken would align directly with the [SCRD Community Wildfire Protection Plan](#).

The proposed approach is to have a regional FireSmart team, broken down into geographical areas of responsibility to ensure the greatest coverage within the Sunshine Coast Regional District, including electoral areas (and islands therein), local Municipalities and First Nations. It is a requirement to have a FireSmart position to be eligible to apply for 2024 funding.

The FireSmart team request is to maintain:

- FireSmart Coordinator – 1.0 FTE
 - This position is responsible for the coordination of FireSmart-related activities.
- Wildfire Mitigation Specialist - 0.5 FTE
 - This position is responsible for the facilitation of the FireSmart Home Assessment Program
- Local FireSmart Representative – 2.5 FTE
 - This position is responsible for implementing FireSmart initiatives, which could include property assessments, workshops and other capacity-building activities.
- FireSmart Crew Member - 0.5 FTE
 - This position is a labourer/operations role responsible for supporting FireSmart activities.

These positions would be grant-funded roles for which continuance would depend on Board direction and could be tied to future grant success. Notionally they would be a combination of remote and community-based work. Co-location with fire departments or allied divisions (such as SCEP or Planning) would be explored.

Equipment requests include:

- Assess, inventory and purchase FireSmart structure protection equipment
 - Phase 2 & 3 of 4: the FireSmart program recommends that applicants commit to completion of a FireSmart Structure Protection Trailer.
 - Phase 1 (previously approved and purchased) was designed to ensure that a community would have a functional set of structure protection equipment while they build their overall structure protection program.
 - Phase 2 and 3 include additional structure protection equipment and the purchase of a trailer.
 - The final phase will also be eligible for grant funding in 2026.

This type of equipment is not included in the 20-year capital plans, so replacement funding is not budgeted for. A future decision on whether to replace (or not) the equipment at end of useful life (estimated at 15 to 20 years) would be needed. There are many factors such as future needs, future technology, grant availability, etc. that would play into such a decision. Additional eligible activities/funding requests include:

- FireSmart training courses
- FireSmart community events
- Advertising costs

- Transportation
 - Mileage, or a leased vehicle for FireSmart team
 - Provisions for water taxi to provide planning, assessment and awareness services to local islands

Organizational and Intergovernmental Implications

Staff recommend applying for this program currently because:

- An application will build on existing Board direction set through the Community Wildfire Protection Plan and current FireSmart activities.
- Action at this time can set SCRD up to implement activities prior to 2024 wildfire risk period and during seasons of heightened community interest.

The proposed activities (and many of the actions directed by the Community Wildfire Protection Plan) can be considered an increase in service level. Grant-funded service level increases can create citizen expectations for continuity beyond the end of the grant, creating future pressure on SCRD. This risk can be managed somewhat through program communications. A positive consideration is that program activities can have a lasting impact and once completed, don't necessarily need to be repeated.

The activities proposed in this grant application will maintain a demand for SCRD support services such as Human Resources, Purchasing and Communications.

Financial Implications

Although there is strong alignment with the Community Wildfire Protection Plan and the Hazard, Risk and Vulnerability Analysis, this project, specifically, is not currently in the Financial Plan. This project will be included in the Financial Plan upon notification from UBCM of a successful application.

Through carefully coordinated planning with SCRD Finance and Human Resources and partnering jurisdictions, this grant is expected to cover 100% of the eligible costs associated with the proposed project. Grant funds would be issued to the SCRD and managed as part of the regional emergency program. A future financial plan amendment may be required to accept the grant, if approved.

Timeline for next steps or estimated completion date

The open application for the FireSmart Community Funding and Supports grant commenced on October 1, 2023. Staff are targeting an application for Q2 2024. This report is coming forward to allow time for gathering letters of support and with the intention that the timing for completion of current FireSmart activities and new/proposed activities aligns, ensuring no loss of momentum.

The results of the FireSmart Community Funding and Supports grant application are expected approximately 120 days from the submission of that grant application. The application guide indicates that applications will be accepted until December of 2024.

A certified Board Resolution is needed in support of the application that includes confirmation of support for the current proposed activities and a willingness to provide overall grant

management. Letters of support are also required from the Town of Gibsons, District of Sechelt and shíshálh Nation Government District to be eligible for the regional application.

Discussions have started with our regional partners, however more discussion is required to confirm a detailed project scope and budget. Additional engagement will also be required with the shíshálh Nation, Skwxwú7mesh Nation and Islands Trust to ensure a successful program.

Pending Board support, staff would submit a complete application with supporting resolutions in Q2 2024.

Approval to apply is being sought now based on strategic timing factors. Future Board decisions to accept funding if approved and to incorporate the project into the financial plan would be required.

Communications Strategy

To qualify for funding, applicants must demonstrate their level of engagement with a British Columbia Wildfire Service (BCWS) Wildfire Prevention Officer/Prevention Specialist and/or a First Nations' Emergency Services Society (FNESS) Mitigation Specialist/Liaison.

Resolutions of support from partnering jurisdictions are required.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

An application to the Community Resiliency Investment Program is recommended to be prepared, seeking funding for FireSmart Community Funding and Supports. The application for grant funding of up to \$1,500,000 a two year program requires a Board resolution of support and resolutions of support from partners.

Reviewed by:			
Manager	X – M. Treit	CFO/Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Purchasing/Risk Management	X - V. Cropp
FireSmart Coordinator	X - D. McIlwraith	Human Resources	X – G. Parker

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 25, 2024

AUTHOR: David Nelson - Manager, Information Services

SUBJECT: MICROSOFT 365 LICENSING RENEWAL 2024

RECOMMENDATION(S)

- (1) THAT the report titled Microsoft 365 Licensing Renewal 2024 be received for information;**
 - (2) 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)**
 - (3) AND FURTHER THAT the delegated Authorities be authorized to execute the contract.**
-

BACKGROUND

In February 2022 the Sunshine Coast Regional District (SCRD) executed an Request for Quotation (RFQ) process and selected Online Business Systems as the preferred reseller for Microsoft (MS) 365 licensing for 3 years. The 2022 and 2023 licenses were procured through Online Business Systems for one-year prepaid licenses now expiring March 16, 2024.

This report seeks Board approval to purchase the 2024 MS 365 licenses for the third and final year of the contract with Online Business Systems.

DISCUSSION

In January 2022 the SCRD issued an RFQ requesting multi-year pricing from resellers of MS 365 licensing, specifically a 3-year contract with options for two additional one-year terms. No quoters were able to provide the requested 3-year-term pricing. Instead, contracts of one year at a time, paid in advance, were and are available.

Financial Implications

The 2024 one-year renewal cost from Online Business Systems for MS 365 licensing is calculated at \$190,000 (before GST). This includes anticipated licensing mix reallocations and staffing increases over the remaining year of the contract. Microsoft also recently aligned their cloud pricing globally to the US Dollar, resulting in an approximate +6% price adjustment. The total cost remains within existing business-unit budgets and no Financial Plan amendments are required.

STRATEGIC PLAN AND RELATED POLICIES

n/a

CONCLUSION

The existing one-year licensing agreement for Microsoft 365 licensing expires March 16, 2024. Staff recommend approval of a one-year licensing renewal up to a value of \$190,000 (excluding GST) through an awarded provider, Online Business Systems. No Financial Plan amendments are required as the total costs are within existing budgets.

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

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 25, 2024

AUTHOR: Brad Wing, Manager, Financial Services

SUBJECT: PARCEL TAX ROLL REVIEW PANEL

RECOMMENDATION

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

(2) AND THAT:

- Three members of the Board 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 SCRD Boardroom; and,
 - The Chief Financial Officer be appointed Collector for the Sunshine Coast Regional District.
-

BACKGROUND

The purpose of the Parcel Tax Roll review is to ensure that the billing information is correct for the 2024 parcel tax, and to authenticate the Parcel Tax Roll.

As authorized under the *Pender Harbour Pool Parcel Tax Roll Bylaw No. 612*, *Community Recreation Facilities Parcel Tax Roll Bylaw No. 577*, and the *Water Rates Bylaw No. 422*, including Regional Water, South Pender Harbour Water and North Pender Harbour Water Service Areas, parcel taxes will be assessed on all eligible parcels listed on the Parcel Tax Roll.

DISCUSSION

The *Community Charter* requires that a Parcel Tax Roll Review Panel (PTRRP) process be held to hear any matters referred to in *Community Charter Section 205 (1) [complaints to the parcel tax roll review panel]* and to authenticate the parcel tax roll.

Complaints to the review panel are to be in writing and are to make corrections only with respect to the following:

- there is an error or omission respecting a name or address on the parcel tax roll;
- there is an error or omission respecting the inclusion of a parcel;
- there is an error or omission respecting taxable area or the taxable frontage of a parcel;
- an exemption has been improperly allowed or disallowed.

The Parcel Tax Roll will be made available to the public for inspection commencing Monday, February 5, 2024, with notice that corrections will be accepted up to Tuesday, February 20, 2024.

Information regarding requests for correction will be provided to the Parcel Tax Roll Review Panel on Thursday, February 22, 2024.

Normally three members of the Board are appointed to the Review Panel.

STRATEGIC PLAN AND RELATED POLICIES

The Parcel Tax Roll Review is in accordance with the *Community Charter* legislation as a statutory requirement.

CONCLUSION

A Property Tax Roll Review Panel must meet annually to address complaints and authenticate the assessment roll.

Staff recommend three members of the Board be appointed to the Parcel Tax Roll Review Panel which will meet on Thursday, February 22, 2024 at 9:00 a.m. and to appoint the Chief Financial Officer as Collector for the Sunshine Coast Regional District.

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 25, 2024

AUTHOR: Brad Wing, Manager, Financial Services

SUBJECT: DIRECTOR CONSTITUENCY AND TRAVEL EXPENSES FOR PERIOD ENDING
DECEMBER 31, 2023

RECOMMENDATION

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

BACKGROUND

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

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

DISCUSSION

The total amount posted to Constituency Expenses for the twelve-month period ending December 31, 2023 is \$11,812 leaving a remaining budget of \$8,488 (42%).

The total amount posted to Legislative and UBCM/AVICC Travel Expenses is \$47,802 resulting in an unfavorable budget variance of \$13,258 (138% of budget).

Figures are based on expense reports and invoices submitted to Accounts Payable up to January 17, 2024 for the twelve-month period ended December 31, 2023 and a breakdown by Electoral Area is provided below.

Electoral Area	Constituency Expense	Travel Expense (Excluding GST)
Area A – Leonard Lee	\$2,533	\$18,763
Area B – Justine Gabias	963	5,599
Area D – Kelly Backs	2,399	7,320
Area E – Donna McMahon	612	5,858
Area F – Kate-Louise Stamford	848	5,524
DOS – Darren Inkster	800	257
DOS – Alton Toth	1,157	602
TOG – Silas White	2,500	3,813
sNGD – Philip Paul	-	66
YTD Totals	\$11,812	\$ 47,802

STRATEGIC PLAN AND RELATED POLICIES

Applicable Board policies:

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

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

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

CONCLUSION

The 2023 Financial Plan for Constituency Expenses and Travel Expenses provides a total budget of \$54,844. For the period ending December 31, 2023, the total amount posted to Constituency and Electoral Expenses is \$59,614 resulting in an unfavourable budget variance of \$4,770.

Reviewed by:			
Manager		CFO	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 25, 2024

AUTHOR: Valerie Cropp – Manager, Purchasing and Risk Management

SUBJECT: Contracts Between \$50,000 and \$100,000 from October 1, 2023 to December 31, 2023

RECOMMENDATION

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

BACKGROUND

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

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

DISCUSSION

A total of **134** contracts/purchase orders were issued during the time period October 1, 2023 to December 31, 2023 with 6 valued between \$50,000 and \$100,000.

	Supplier	Account Code	Awarded	Budget
1.	Chem-Aqua a division of NCH	613 – Community Recreation Facility Operations	\$50,534	Operating
	2361302 Water Management Programs for Recreation Facilities			
2.	Herold Engineering Ltd	345 - Ports Services	\$51,500	Capital
	2234501-1 Ports Major Inspections			
3.	KPMG LLP	222 - Sunshine Coast Emergency Planning	\$58,000	Operating
	2322202 Hazard Risk & Vulnerability Analysis for the Sunshine Coast Regional District			
4	Glass Doctor	613 – Community Recreation Facility Operations	\$60,251.25	Capital
	2361308 Door Replacement			
5	Strategic Alliance for Enhanced Resilience Ltd	222 - Sunshine Coast Emergency Planning	\$98,780	Operating
	2322201 PO: Extreme Heat Plan			
6.	SCREDO	540 – Hillside Development Project	\$90,000	Operating
	Hillside Partnership Agreement			

STRATEGIC PLAN AND RELATED POLICIES

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

CONCLUSION

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

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