



SUNSHINE COAST REGIONAL DISTRICT



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

THURSDAY, MARCH 28, 2024

AMENDED AGENDA

CALL TO ORDER 1:00 p.m.

AGENDA

1. Adoption of agenda

MINUTES

2. Regular Board meeting minutes of March 14, 2024

Annex A
Pages 3 - 9

BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

PRESENTATIONS AND DELEGATIONS

REPORTS

3. Committee of the Whole recommendation No. 1 of March 14, 2024
(*recommendation Nos. 2 and 3 previously adopted*)
4. Electoral Area Services Committee recommendation Nos. 1 – 6 of
March 21, 2024
5. Placement of Notice on Title – Chief Building Official
(***Voting – All Directors – 1 vote each***)
6. Award Report – Aeroquest Mapcon Orthophoto Acquisition Contract
Amendment – Manager, Information Services
(***Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2,
Sechelt-6, Gibsons-3, sNGD-1***)
7. Award Report –GACC Refrigeration System Reconstruction Phase 1
Chiller Replacement Award Report – *Manager, Facility Services*
(***Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2,
Sechelt-6, Gibsons-3, sNGD-1***)

Annex B
pp 10 - 11

Annex C
pp 12 - 14

Annex D
pp 15 - 17

Annex E
page 18

Annex F
pp 19 - 20

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| 8. | Request for Exemption from SCRD Noise Control Bylaw No. 597 for Alberg Productions Inc. – <i>Deputy Corporate Officer / Legislative Coordinator</i>
(Voting – All Directors – 1 Vote Each) | Annex G
pp 21 - 23 |
| 9. | ⇒REPLACE Katherine Lake Park Access Road Emergency Remediation and Upgrades – <i>Manager, Parks Services</i>
(Voting – All Directors – Weighted Vote) | Annex H
pp 24 - 27 |

COMMUNICATIONS

MOTIONS

BYLAWS

- | | | |
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| 10. | Gibsons/West Howe Sound Fire Protection Service Pumper Apparatus Replacement Project Loan Authorization Bylaw No. 765, 2024
- receipt of staff report
-first, second, third reading
(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt-6, Gibsons-3, sNGD-1) | Annex I
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DIRECTORS' REPORTS

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: SCRD Board – March 28, 2024

AUTHOR: Jessica Huntington, Manager, Parks Services

SUBJECT: KATHERINE LAKE PARK ACCESS ROAD EMERGENCY REMEDIATION AND UPGRADES

RECOMMENDATION(S)

- (1) THAT the report titled Katherine Lake Park Access Road Emergency Remediation and Upgrades be received for information;**
 - (2) AND THAT immediate remediation and upgrades of Katherine Lake Park access road of \$200,000 be approved and funded by Community Works Funding with a contribution of \$50,000 each from Area A, Area B, Area D and Area E;**
 - (3) AND FURTHER THAT the 2024-2028 Financial Plan Bylaw (764) be amended accordingly.**
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BACKGROUND

Katherine Lake Park is a 37-hectare park owned by the Sunshine Coast Regional District (SCRD) located in Garden Bay (Area A). The park is regionally significant and very popular with locals and visitors for the freshwater beach access, swimming and camping from May to September each year. Katherine Lake Park has a single road access to the park and its amenities. Campground Operations are provided by a contracted service provider.

In early February the road was closed due to a series of heavy rainfall events resulting in a sink hole restricting access. Surface water accumulation on top of the road, the existing culvert configuration and older methods of road construction were not able to manage the pooling water and high stream flow volume which resulted in erosion and undermining of the road materials surrounding the culverts. Upon inspection, it was also noted that the existing base culvert is corroded and at the end of its useful life.

The purpose of this report is to seek approval to remediate and upgrade (the proposed works) of the Katherine Lake Park access road.

DISCUSSION

The section of the damaged access road spans a significant fish bearing stream that flows between Garden Bay Lake and Katherine Lake. The creek is fed by a substantial water catchment area (Garden Bay Lake).

These factors have influenced the requirements that need to be met for the road works which will include water flow analysis to ensure proper culvert sizing as well as detailed design for

temporary water diversions while culvert replacement and road repairs take place. Additionally, engagement of environmental, survey, and engineering professionals is required to meet contemporary provincial Guidelines and Best Practices for Instream Works under the *Water Stewardship Act*.

The seasonal operations of the park/campground are provided by an external contractor. The site operator is to begin onsite preparations May 1st for a May long weekend opening. The SCRD owns and is responsible for the maintenance of the access road. Completing the proposed works will be necessary if the park is to open for the 2024 season.

Analysis

Since the damage was reported in early February, staff have engaged with environmental, engineering, archaeological, and road construction professionals to determine the extent of the damage, scope of work required, and attain costs estimates to remediate and upgrade the road over the significant fish bearing stream. Staff have also been working internally to understand procurement options, risk, and financial implications.

The estimated cost for the required professional services and proposed works is **\$200,000** (including 30% contingency).

Option 1 – Remediate and upgrade the section of the access road as soon as possible (staff recommended)

This option would enable the park/campground to open this summer. Staff have confirmed contractor(s) availability to align the necessary resources to complete the proposed works in early April. This would have the least impact on the contracted park operator, as well as the community (temporary impact on services). The proposed works are considered urgent by procurement, archaeological, and environmental assessment and, therefore, alternative processes can be implemented to fast track the project by reducing the usual procedural timeframes required. If completing the proposed works as soon as possible is supported, it is estimated that the project would take 2-4 days and could be completed by mid April 2024.

Although work could begin quickly, any unanticipated delays could potentially impact the opening date for the park. In this situation, the Force Majeure clause within SCRD contracts would allow for delay in the contractual obligations, if required.

Option 2 – Continued closure of the park (not recommended)

This option would keep the park closed until funding for proposed works are approved. The SCRD would need to exercise the termination clause in the contract by providing notice to the operator, potentially damaging the contractor relationship. Of note: within the same agreement, the contractor also provides caretaker services for Dan Bosch Park and the Ruby Lake boat launch.

This would then require the SCRD to re-tender the operations of the park/campground and enter into a new contract prior to the anticipated re-opening of the park/campground.

This temporary reduction in service levels may result in criticism in the community.

Staff would then bring forward a 2025 budget proposal for the proposed road works and if approved, would move forward in procuring the necessary resources to complete the works prior to the park opening in the spring 2025.

Organization and Intergovernmental Implications

Planning and coordination for these unanticipated road works has diverted staff time away from other 2024 Parks workplan priorities and has added some additional backlog for planned projects.

Financial Implications

Given the scope of this project, there are three proposed funding options:

Option 1: Community Works Funds (**staff recommended**)

The estimated uncommitted balance of Community Work Funding is:

Area A: \$325,600

Area B: \$1,017,200

Area D: \$1,389,800

Area E: \$2,230,000

Area F: \$8,630

Option 1a: Areas A, B, D, E contribute **\$50,000** of their Community Works Funds each as each of the Electoral Areas are service participants (**recommended**).

Option 1b. Area A contribute **\$200,000** of their Community Works Funds.

Both options 1a and 1b would require an amendment to the 2024-2028 Financial Plan Bylaw (764).

Option 2: Growing Communities Funds

There is currently \$1,665,000 of Growing Communities Funds unallocated. Option 2 would require an amendment to the 2024-2028 Financial Plan Bylaw (764).

Option 3: 2024 approved Parks Capital renewal funding envelope (not recommended)

The Parks Capital Plan is still being refined, however there are numerous assets that are considered at the end of their useful life. The capital funding approved for 2024 (\$300,000) was to address projects based on essential equipment replacement needs, and other prioritized end of life assets. Staff could re-prioritize so that this project can be funded from the Parks Capital Renewal funding, however, this would result in other projects being postponed to next year. This may also necessitate a potential need for a future capital renewal funding increase. This option would not require a financial plan amendment.

Timeline for next steps or estimated completion date

If the Committee supports the immediate remediation and upgrade of the section of the access road, staff will proceed with getting the necessary resources in place to complete the work as

soon as possible. Appropriate notice will be provided to the contractor.

If the road works are not supported at this time, the road and park will remain closed for the season and staff will provide notice to cancel the contract for operations of the park.

Communications Strategy

Parks staff will work with the Communications Team to develop a communications strategy and messaging to inform the public. Information would be posted to the SCRD website, social media and print advertising.

STRATEGIC PLAN AND RELATED POLICIES

Remediation and upgrading the section of the Katherine Lake Park access road aligns with the SCRD Asset Management Policy goals for consideration of long-term sustainability, resiliency, environmental, economic factors, and implications when making asset related decisions.

CONCLUSION

To maintain service levels and open Katherine Lake Park this summer, minimize contractual implications and avoid public dissatisfaction, staff recommend that the Committee support the proposed works as soon as possible, funded by Community Works Funds.

Reviewed by:			
Manager		Finance	X-T. Perreault
GM	X - S. Gagnon	Legislative	
CAO	X - D. McKinley	Procurement and Risk Management	X - V. Cropp