



# 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, JULY 13, 2023

## AGENDA

CALL TO ORDER 1:30 p.m.

### AGENDA

1. Adoption of agenda

### MINUTES

- |   |                         |
|---|-------------------------|
| 2. Regular Board meeting minutes of June 22, 2023 | Annex A<br>Pages 3 - 13 |
| 3. Special Board meeting minutes of July 6, 2023  | Annex B<br>pp 14 - 16   |

### BUSINESS ARISING FROM MINUTES AND UNFINISHED BUSINESS

### PRESENTATIONS AND DELEGATIONS

### REPORTS

- |  |                       |
|--|-----------------------|
| 4. Committee of the Whole recommendation Nos. 1-8 of June 22, 2023   | Annex C<br>pp 17 - 19 |
| 5. Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources (Groundwater Investigation Phase 5) RFP 2337004 - Contract Award - Capital Projects Engineer<br><b>(Voting – All Directors – weighted vote: A-2, B-2, D-2, E-2, F-2, Sechelt -6, Gibsons-3, sNGD-1)</b> | Annex D<br>pp 20 - 22 |

### COMMUNICATIONS

- |  |                 |
|--|-----------------|
| 6. <u>Karen Spicer, Vice President, Roberts Creek Community Association, dated June 25, 2023</u><br>Regarding Request for Letter of Support for Destination Development Fund Application | Annex E<br>p 23 |
|--|-----------------|

### MOTIONS

### BYLAWS

- |  |                 |
|--|-----------------|
| 7. <i>Sakinaw Ridge Community Sewage Treatment System Service Amendment Bylaw No. 1087.1, 2023</i><br><b>- adoption</b><br><b>(Voting – All Directors – 1 Vote Each)</b> | Annex F<br>p 24 |
|--|-----------------|

**DIRECTORS' REPORTS****NEW BUSINESS****IN CAMERA**

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g), (i), (k) and (2) (b) of the *Community Charter* – “litigation or potential litigation...”; “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose”, “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages ...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”.

**ADJOURNMENT**



## SUNSHINE COAST REGIONAL DISTRICT

June 22, 2023

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

<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	C. Woods (Alt)
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	D. Inkster (in part)
		Town of Gibsons	S. White
		shíshálh Nation Government District	P. Paul
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley (in part)
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault (in part)
	GM, Community Services		S. Gagnon (in part)
	Manager, Capital Projects		B. Shoji (in part)
	Chief Building Official		B. Kennett (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Electoral Area A, Alternate Director		C. Alexander
	Electoral Area B, Alternate Director		L. Dix (in part)
	Media		1
	Public		8

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

**CALL TO ORDER** 1:36 p.m.

**AGENDA** It was moved and seconded

179/23 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

**MINUTES**

Minutes It was moved and seconded

180/23 THAT the Regular Board meeting minutes of June 8, 2023 be adopted.

**CARRIED**

**REPORTS**

COW

**It was moved and seconded**

181/23

THAT Committee of the Whole recommendation Nos. 1-6 of June 8, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *2023-2024 BC Transit Annual Operating Agreement (AOA)*

THAT the report titled 2023-2024 BC Transit Annual Operating Agreement (AOA) be received for information;

AND THAT the delegated authorities be authorized to execute the 2023-2024 BC Transit Annual Operating Agreement.

**Recommendation No. 2**     *Water Supply Update*

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

**Recommendation No. 3**     *Pender Harbour Aquatic and Fitness Centre Lease*

THAT the report titled Pender Harbour Aquatic and Fitness Centre Lease be received for information;

AND THAT School District No. 46 be provided with a notice of intent to negotiate a new lease agreement;

AND FURTHER THAT a new draft lease agreement be brought forward prior to Q2 2024 for Board consideration.

**Recommendation No. 4**     *Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) Minutes of April 25, 2023*

THAT the Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) meeting minutes of April 25, 2023, be received for information.

**Recommendation No. 5**     *Water Supply Advisory Committee (WASAC) Minutes of May 1, 2023*

THAT Water Supply Advisory Committee (WASAC) meeting minutes of May 1, 2023, be received for information.

**Recommendation No. 6**     *Correspondence from Sunshine Coast Climate Action Network*

THAT the correspondence from Anna Lattanzi, Sunshine Coast Climate Action Network, dated May 29, 2023, regarding the Community Climate Action Plan be received for information.

**CARRIED**

EAS

**It was moved and seconded**

182/23

THAT Electoral Area Services Committee recommendation Nos. 1-8 of June 15, 2023 be received, adopted and acted upon as follows:

**Recommendation No. 1**     *Roberts Creek Community Hall and Masonic Hall Property Line Adjustment Proposal*

THAT the report titled Roberts Creek Community Hall and Masonic Hall Property Line Adjustment Proposal be received for information;

AND THAT SCRD determine the long-term land use of Roberts Creek Park through Planning Enhancement Project 2 (OCP Renewal);

AND FURTHER THAT further exploration of the disposition of a portion of Roberts Creek Park be abandoned at this time.

**Recommendation No. 2**     *Development Variance Permit DVP00086 (1246 Point Road)*

THAT the report titled Development Variance Permit DVP00086 (1246 Point Road) be received for information;

AND THAT Development Variance Permit DVP00086 be issued to vary Zoning Bylaw No. 722, Section 5.14.1(a) by reducing the setback from a parcel line adjacent to a highway from 5 metres (m) to 3.2 m for a structure including the eave, to facilitate the retention and completion of an auxiliary building.

**Recommendation No. 3**     *Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Rd*

THAT the report titled Proposed Agricultural Land Reserve Exclusion (ALC 67287, SCRD ALR00024) - 508 Pratt Road, Elphinstone be received for information;

AND THAT the application be referred to the Electoral Area E Advisory Planning Commission for comment.

**Recommendation No. 4**     *Recreation Sites and Trails BC Partnership Agreement Renewals*

THAT the report titled Recreation Sites and Trails BC (RSTBC) Partnership Agreement Renewals: Secret Cove Falls/Homesite Creek, Big Tree, and Sprockids Recreation Sites be received for information;

AND THAT the delegated authorities be authorized to renew the RSTBC/SCRD Partnership Agreement for a three-year term for the management and maintenance of Secret Cove Falls/Homesite Creek Recreation Site (REC0383), Big Tree Recreation Site (REC5890), and Sprockids Recreation Site (REC6768).

182/23 cont.

**Recommendation No. 5**     *SCRD Partnership Agreements with the Halfmoon Bay Community Association*

THAT the report titled SCR D Partnership Agreements with the Halfmoon Bay Community Association for Secret Cove Falls/Homesite Creek Recreation Site, Welcome Woods Wilderness Park, and Wood Bay Heights Park be received for information;

AND THAT the delegated authorities be authorized to renew the SCR D Partnership Agreement with the Halfmoon Bay Community Association (HBCA) for another three years, to support the stewardship, operations, and maintenance of Secret Cove Falls/Homesite Creek Recreation site;

AND FURTHER THAT the delegated authorities be authorized to establish a new SCR D Partnership Agreement with the Halfmoon Bay Community Association (HBCA) for five years, to support the stewardship, operations, and maintenance of Welcome Woods Wilderness Park and Wood Bay Heights Park.

**Recommendation No. 6**     *West Howe Sound (Area F) APC Meeting Minutes of May 23, 2023*

THAT the West Howe Sound Advisory Planning Commission meeting minutes of May 23, 2023 be received for information.

**Recommendation No. 7**     *Hopkins Landing Port – Result from Major Inspection*

THAT the report titled Hopkins Landing Port – Result from Major Inspection be received for information;

AND THAT the Hopkins Landing Port be temporarily closed, at a budget of up to \$10,000, funded from [345] Ports Operating Reserve, until the major repairs can be completed;

AND THAT the major repairs required to safely reopen Hopkins Landing Port, as noted in the engineering report for 2023 and 2024, be completed at a budget of up to \$520,000, including 0.2 FTE (one time), funded from a combination of Community Works Funds \$353,266 and [345] Ports Capital Reserve \$166,734;

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

**Recommendation No. 8**     *Ministers Meeting at UBCM Regarding Ports*

THAT SCR D request a meeting at the Union of BC Municipalities (UBCM) Conference with the Minister responsible for Ports Infrastructure.

**CARRIED**

Notice on Title	<b>It was moved and seconded</b>
183/23	<p>THAT the report titled Placement of Notice on Title be received for information;</p> <p>AND THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the <i>Community Charter</i> against the land title of Lot 5, Block 7, District Lot 687, Plan VAP3305, PID 012-986-330, Folio 746.00260.000.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>
Notice on Title	<b>It was moved and seconded</b>
184/23	<p>THAT the Corporate Officer be authorized to file a Notice at the Land Title Office stating that a resolution has been made by the Sunshine Coast Regional District Board under Section 57 of the <i>Community Charter</i> against the land title of Lot 2, Block 9, District Lot 695, Plan VAP21710, PID 010-805-877, Folio 746.00632.002.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>
Contract Award	<b>It was moved and seconded</b>
185/23	<p>THAT the report titled Request for Proposal 2335202 Contract Award for Sechelt Landfill Biocover Feasibility Study Phase 2 be received for information;</p> <p>AND THAT a contract to carry out the Sechelt Landfill Biocover Feasibility Study Phase 2 be awarded to Sperling Hansen Associates in the amount up to \$286,000 (excluding GST);</p> <p>AND FURTHER THAT the delegated authorities be authorized to execute the contract.</p> <p style="text-align: right;"><b><u>CARRIED</u></b></p>
2023 UBCM Resolutions	<b>It was moved and seconded</b>
186/23	<p>THAT the report titled 2023 Union of British Columbia Municipalities (UBCM) Resolutions be received for information;</p> <p>AND THAT the proposed resolutions be approved and submitted to UBCM for consideration at the 2023 UBCM Convention prior to the June 30, 2023 deadline, as follows:</p>

186/23 cont.

### **ICI Packaging and Paper Products Recycling Regulation**

WHEREAS provincial legislation under the Environmental Management Act and the Recycling Regulation requires Extended Producer Responsibility Plans for Packaging and Printed Paper (PPP) from residential sources only;

AND WHEREAS the Province responded it would consider expanding BC's Extended Producer Responsibility (EPR) programs for future inclusion of Industrial, Commercial and Institutional (ICI) packaging and paper products as part of their commitment to the Canadian Council of Ministers of Environment Canada-Wide Action Plan for Extended Producer Responsibility;

AND WHEREAS opportunities for recycling by the industrial, commercial and institutional (ICI) sector in rural communities are limited, and in some cases, non-existent due to their distance from large urban areas:

THEREFORE BE IT RESOLVED THAT UBCM urge the Province to take action on amending the Recycling Regulation to expand BC's Extended Producer Responsibility (EPR) programs to include product categories for Industrial, Commercial and Institutional packaging and paper products.

### **BC Transit Service Delivery Model Flexibility**

WHEREAS the traditional service delivery models available to local governments through BC Transit do not always meet the needs of rural or smaller communities;

AND WHEREAS rural or smaller communities encounter geographical constraints and exhibit lower population densities that create challenges and economical inefficiencies for a conventional transit model:

THEREFORE BE IT RESOLVED THAT UBCM urge the Province to provide more flexible and innovative models for service delivery, such as Transit On-Demand, for smaller and rural communities where conventional transit may not be an appropriate service delivery model.

### **Funding Formulas for Community Works Fund and Community Growth Fund**

WHEREAS the funding formulas used to allocate funds for programs such as the Canada Community-Building Fund - Community Works Fund (formerly Gas Tax Fund) and the recent Community Growth Fund is based on a per capita formula with a funding floor where the funding apportioned to Regional Districts is based primarily on the electoral areas' population and therefore does not account for the services and associated infrastructure maintained by Regional Districts for services delivered to member municipalities such as water, wastewater, transit, recreation and parks;



186/23 cont. AND WHEREAS the population-based funding apportioned to Regional Districts compared to member municipalities can be significantly lower, creating a disparate allocation of funds within some regions:

THEREFORE BE IT RESOLVED THAT UBCM urge the provincial and federal government to reconsider the design of the funding formulas for the Community Works Fund and other similarly calculated programs such as the COVID Recovery Fund and Community Growth Fund to take into account the services delivered and associated infrastructure maintained by the local government versus funding apportionment that is primarily based on population.

**CARRIED**

CAO Report **It was moved and seconded**

187/23 THAT the June 22, 2023 verbal report from the Office of the CAO be received for information.

**CARRIED**

## **MOTIONS**

Special Board Meeting

**It was moved and seconded**

188/23 THAT a Special Board meeting be scheduled for 1:30 p.m. on Thursday, July 6, 2023 to be held electronically and in person in the Board Room of the SCRD Administration office at 1975 Field Road, Sechelt, BC.

**CARRIED**

## **BYLAWS**

Bylaw 1087.1 **It was moved and seconded**

189/23 THAT the report titled Sakinaw Ridge Community Sewage Treatment System Service Boundary Extension be received for information;

AND THAT *Sakinaw Ridge Community Sewage Treatment System Service Amendment Bylaw No. 1087.1, 2023* be considered for three readings.

**CARRIED**

Bylaw 1087.1 **It was moved and seconded**

190/23 THAT *Sakinaw Ridge Community Sewage Treatment System Service Amendment Bylaw No. 1087.1, 2023* be read a first, second, and third time.

**CARRIED**

**Bylaw 755                    It was moved and seconded**

191/23                    THAT *Area A – Bicycle and Walking Paths Operating Reserve Fund Establishment Bylaw No. 755, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

**Bylaw 758                    It was moved and seconded**

192/23                    THAT *Sakinaw Ridge Operating Reserve Fund Establishment Bylaw No. 758, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

**Bylaws 751                    It was moved and seconded**

193/23                    THAT *Civic Addressing Operating Reserve Fund Establishment Bylaw No. 751, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

**Bylaws 756                    It was moved and seconded**

194/23                    THAT *Regional Recreation Programs Operating Reserve Fund Establishment Bylaw No. 756, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

**Bylaws 757                    It was moved and seconded**

195/23                    THAT *Dakota Ridge Operating Reserve Fund Establishment Bylaw No. 757, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

**Bylaw 759                    It was moved and seconded**

196/23                    THAT the report titled *Town of Gibsons Borrowing* be received for information;

AND THAT the Board consent to the long-term borrowing of \$1,493,000 over a 20-year term for the Town of Gibsons;

AND FURTHER THAT *Sunshine Coast Regional District Security Issuing Bylaw No. 759, 2023* be given three readings and be adopted.

**CARRIED**

Bylaw 759                    **It was moved and seconded**

197/23                      THAT *Sunshine Coast Regional District Security Issuing Bylaw No. 759, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

Bylaw 752                    **It was moved and seconded**

198/23                      THAT *Building Inspection Operating Reserve Fund Establishment Bylaw No. 752, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

Bylaw 753                    **It was moved and seconded**

199/23                      THAT *School Facilities – Joint Use Operating Reserve Fund Establishment Bylaw No. 753, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

Bylaw 754                    **It was moved and seconded**

200/23                      THAT *Gibsons & Area Library Operating Reserve Fund Establishment Bylaw No. 754, 2023* be read a first, second, and third time, and be adopted.

**CARRIED**

## **DIRECTORS' REPORTS**

*Directors provided a verbal report of their activities.*

*Director Inkster left the meeting at 2:29 p.m.*

ICI 2023 UBCM  
Resolution                    **It was moved and seconded**

201/23                      THAT staff refer the 2023 Union of British Columbia Municipalities (UBCM) 'ICI Packaging and Paper Products Recycling Regulation' resolution to an upcoming Solid Waste Management Plan Public and Technical Advisory Committee (PTAC) agenda.

**CARRIED**

*The Board moved In Camera at 2:35 p.m.*

**IN CAMERA****It was moved and seconded**

202/23

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (a), (g), (k) and (2) (b) of the *Community Charter* – “personal information about an identifiable individual...”; “litigation or potential litigation...”; “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages ...” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government...”.

**CARRIED**

*The Board moved out of In Camera at 2:42 p.m.*

**RELEASE OF ITEMS FROM IN CAMERA**

SCREDO

Nominations

**It was moved and seconded**

203/23

THAT the Board endorse the following candidates for the Sunshine Coast Economic Development Organization (SCREDO) Board of Directors:

- Aaron Joe;
- Darnelda Siegers;
- Gaetan Royer;

AND THAT Director McMahon, SCREDO Liaison, communicate to SCREDO the endorsed candidates for the SCREDO Board of Directors.

**CARRIED**Highway 101  
Fencing**It was moved and seconded**

204/23

THAT three sections of fencing, Location 1 (nearest Burton Road - North), Location 2 (nearest Chaster Creek tributary- North), and Location 3 (nearest Chaster Creek tributary - South) along Highway 101 be removed and safety signage be installed at a budget of up to \$28,000, including 0.04 FTE (one-time), funded from [665] Bicycle and Walking Paths Operating Reserve;

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

**CARRIED****ADJOURNMENT**

205/23

THAT the Regular Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 2:42 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair



## SUNSHINE COAST REGIONAL DISTRICT

July 6, 2023

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

<b>PRESENT:</b>	Chair	Electoral Area A	L. Lee
	Directors	Electoral Area B	J. Gabias
		Electoral Area D	K. Backs
		Electoral Area E	D. McMahon
		Electoral Area F	K. Stamford
		District of Sechelt	A. Toth
		District of Sechelt	J. Henderson (Alt.)
		Town of Gibsons	S. White (in part)
		shíshálh Nation Government District	P. Paul
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley (in part)
	Corporate Officer		S. Reid
	GM, Corporate Services		T. Perreault (in part)
	GM, Infrastructure Services (Acting)		M. Brown
	Manager, Utility Services		S. Walkey
	Manager, Capital Projects		S. Misiurak
	Capital Projects Engineer		S. Wijayabandara
	Assistant Manager, Utility Engineering		M. O'Rourke (in part)
	Manager, Legislative Services / Recorder		J. Hill
	Media		1
	Public		24

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

**CALL TO ORDER** 1:35 p.m.

**AGENDA** It was moved and seconded

206/23 THAT the agenda for the meeting be adopted as presented.

**CARRIED**

### PRESENTATIONS AND DELEGATIONS

Water Supply and Demand Analysis Update:

*Paul Nash, Integrated Sustainability provided a presentation titled 'SCRD Water Demand Analysis Update' that included a project history review, data review, updated model and next steps.*

*The Board recessed at 2:29 p.m. and reconvened at 2:39 p.m.*

Joint Partnership Application – Disaster Mitigation Adaptation Fund:

*Rochelle Jones, Councillor, Jasmine Paul, Stewardship and Territorial Land Management Division Manager and Sean Maloney, CAO of shíshálh Nation Government District and Debbie Hendsbee, Chief Executive Officer of Tsain-Ko Development Corporation provided a presentation titled ‘Sunshine Coast Raw Water Reservoir’ that included water supply issues, joint action, water surety solutions, potential water storage and next steps – working together.*

*SCRD Infrastructure Services staff provided a presentation titled ‘Disaster Mitigation Adaption and Fund Chapman Water Treatment Plant Upgrades’ that included integrating new reservoirs into the Chapman Water System, Chapman Water Treatment Plant 50% expansion cost estimates, required upgrades and treatment building modifications.*

Water Supply/Conservation Projects Update:

*The SCRD Chief Administrative Officer provided a presentation titled ‘Water Project Update’ that included Church Road Well, Langdale Well, water meter installations, Gray Creek water treatment upgrades, Chapman siphon system update, environmental flow needs (EFN), Eastbourne water supply expansion, groundwater exploration, Gibsons/SCRD system optimization and Maryanne West Park Well.*

Site B Reservoir Phase 4 Update:

*Paul Nash, Integrated Sustainability provided a presentation titled ‘Raw Water Reservoir Refining Site B’ that included a project history review, updating and refining Site B, additional benefits and possibilities and next steps.*

*The Board recessed at 4:27 p.m. and reconvened at 4:44 p.m.*

*Director White left the meeting at 4:27 p.m.*

**REPORTS**

Partnership  
Application – DMAF **It was moved and seconded**

207/23

THAT the report titled Joint Application - Disaster Mitigation and Adaptation Fund be received for information;

AND THAT the Sunshine Coast Regional District Board supports a joint application to the Disaster Mitigation and Adaptation Fund with the shíshálh Nation to secure additional water supply for the community as a result of systemic drought;

AND THAT part of the joint application, the Sunshine Coast Regional District make an application to expand the Chapman Water Treatment Plant to support the shíshálh Nations proposed reservoir projects;

AND THAT as part of the joint application, the Sunshine Coast Regional District request a letter of support from the shíshálh Nation Council supporting the upgrade to the Chapman Water Treatment Plant expansion as primarily supporting infrastructure investments in their community for the expansion to be eligible to receive up to 100% federal funding;

207/23 cont. AND FURTHER THAT requests for resolutions of support be forwarded to the Town of Gibsons and District of Sechelt Councils.

**CARRIED**

Contract Award **It was moved and seconded**

208/23 THAT the report titled Compliance Monitoring for Church Road Wellfield and Granthams Landing Water Treatment Plant 2337005 - Contract Award be received for information;

AND THAT a contract be awarded to ISL Engineering and Land Services Ltd. for a value not to exceed \$250,000;

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

**CARRIED**

**ADJOURNMENT**

209/23 THAT the Special Board meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:58 p.m.

Certified correct \_\_\_\_\_  
Corporate Officer

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chair



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

**June 22, 2023**

RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE MEETING HELD IN THE BOARDROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.

<b>PRESENT:</b>	Chair	Town of Gibsons	S. White
	Directors	Electoral Area B Electoral Area A Electoral Area D Electoral Area E Electoral Area F District of Sechelt shíshálh Nation Government District	J. Gabias L. Lee C. Woods (Alt.) D. McMahon K. Stamford D. Inkster P. Paul
<b>ALSO PRESENT:</b>	Chief Administrative Officer		D. McKinley
	GM, Corporate Services / Chief Financial Officer		T. Perreault
	Corporate Officer		S. Reid (Part)
	General Manager, Community Services		S. Gagnon
	Manager, Utilities Services		S. Walkey (Part)
	Senior Manager, Human Resources		G. Parker (Part)
	Acting GM, Planning and Development		R. Shay (Part)
	Manager, Asset Management		K. Doyle (Part)
	Alternate Director, Electoral Area A		C Alexander
	Administrative Assistant / Recorder		T. Crosby
	Media		1
	Public		0

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

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

**AGENDA**                              The agenda was adopted as presented.

**REPORTS**

*The Manager, Utilities Services provided a Water Supply Update.*

**Recommendation No. 1**      *Water Supply Update*

The Committee of the Whole recommended that the presentation titled Water Supply Update be received for information.

**Recommendation No. 2**     *Budget Project Status Report*

The Committee of the Whole recommended that the report titled Budget Project Status Report – June 2023 be received for information.

**Recommendation No. 3**     *Halfmoon Bay Community Hall and Coopers Green Park Enhancements*

The Committee of the Whole recommended that the report titled Halfmoon Bay Community Hall and Coopers Green Park Enhancements- Project Budget Update be received for information;

AND THAT the Coopers Green Hall Replacement project up to \$4.5 million be reallocated as follows:

1. Up to \$3,521,762 (\$3,411,864 remaining) for the new Halfmoon Bay Community Project:
  - i. Funded from the following sources:
    - a. Investing in Canada Infrastructure Program (ICIP) Grant up to \$2,013,642 (\$1,933,631 remaining);
    - b. Approved Debt Funding up to \$1,478,233;
    - c. Amenity Funding of \$29,887 (\$0 remaining);
2. Up to \$633,238 for Park Enhancements at Coopers Green Park;
  - ii. Funded from the following sources:
    - a. Amenity Funding up to \$233,113;
    - b. Canada Community-Building Fund - Community Works Fund up to \$400,125;

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

**Recommendation No. 4**     *Transit Improvement Program – 2024 Priorities*

The Committee of the Whole recommended that the report titled Transit Improvement Program (TIP) – 2024 Priorities be received for information;

AND THAT the 2024 Memorandum of Understanding for the TIP be prepared to include the following Year 1 (2024/25) Proposed Expansion Initiatives:

- (a) Route 90 increased frequency to offer 30-minute service between Langdale and Sechelt from 6:00 a.m. to 6:00 p.m. on weekdays;
- (b) Increased Custom Transit service hours (550 hours);

AND FURTHER THAT prior to Q2 2024, staff and BC Transit facilitate an opportunity for the Board to outline their preferred priorities for 2025+.

**Recommendation No. 5**     *2022 Corporate Annual Report*

The Committee of the Whole recommended that the report titled 2022 Sunshine Coast Regional District (SCRD) Corporate Annual Report be received for information;

AND THAT the 2022 Annual Report be approved for distribution.

**COMMUNICATIONS****Recommendation No. 6**     *Trans Mountain Expansion Project (Environmental Assessment Certificate)*

The Committee of the Whole recommended that the correspondence dated May 23, 2023 from Mariah Busatore, Marine Stakeholder Engagement and Communications Coordinator for Trans Mountain regarding a request for feedback to a BC Environmental Assessment Office Human Health Risk Report for the Trans Mountain Expansion Project (Environmental Assessment Certificate) be received for information.

**Recommendation No. 7**     *Trans Mountain Expansion Project (Environmental Assessment Certificate)*

The Committee of the Whole recommended that the correspondence dated May 23, 2023 from Mariah Busatore, Marine Stakeholder Engagement and Communications Coordinator for Trans Mountain regarding a request for feedback to a BC Environmental Assessment Office Existing Shoreline Conditions Report for the Trans Mountain Expansion Project (Environmental Assessment Certificate) be received for information.

**Recommendation No. 8**     *Coalition of Child Care Advocates of BC*

The Committee of the Whole recommended that the correspondence dated June 7, 2023 from Sharon Gregson, Spokesperson for the Coalition of Child Care Advocates of BC regarding a request for municipal support for submission of a resolution to the Union of British Columbia Municipalities pertaining to the BC Child Care System be received as information.

**ADJOURNMENT**                      11:00 a.m.

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Committee Chair

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** SCRD Board – July 13, 2023

**AUTHOR:** Sachindra Wijayabandara, Capital Projects Engineer

**SUBJECT:** **WATER SUPPLY PLAN FEASIBILITY STUDY LONG-TERM GROUND WATER SUPPLY SOURCES (GROUNDWATER INVESTIGATION PHASE 5) RFP 2337004 - CONTRACT AWARD**

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### RECOMMENDATION(S)

- 1) **THAT the report titled Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources (Groundwater Investigation Phase 5) RFP 2337004 - Contract Award be received for information;**
  - 2) **AND THAT a contract be awarded to Kalwij Water Dynamics Inc. for a value not to exceed \$330,000;**
  - 3) **AND FURTHER THAT the delegated authorities be authorized to execute the contract.**
- 

### BACKGROUND

Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources, Groundwater Investigation Phase 5, will consist of a desktop review, identification and drilling of three (3) groundwater test wells at three (3) locations along the Sunshine Coast to work towards locating and drilling up to three (3) wells. In May 2023, staff released a Request for Proposal (RFP) requesting hydrology services for up to five (5) test wells related to this work.

The purpose of this report is to request that the Board award the investigation contract for the Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources to Kalwij Water Dynamics Inc. (KWD) for a value not to exceed \$314,600 including contingencies (excluding GST).

### DISCUSSION

#### *Analysis*

In May 2023, RFP 2337004 was issued to secure a contractor to complete the Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources. Four (4) compliant proposals were received. A summary of the proponents is provided in the table below.

Table 1

<b>Proponent</b>	<b>Proposal Price (exc. GST)</b>
ISL Engineering and Land Services Ltd.	\$517,580
Kalwij Water Dynamics Inc.	\$429,533
Strategic Natural Resource Consultants	\$432,250
Waterline Resources	\$476,607

The evaluation team was led by the Sunshine Coast Regional District (SCRD) Purchasing and Risk Management Division. The proposals were reviewed and scored based on the evaluation criteria included in the RFP. Based on this evaluation committee review, staff recommend awarding the feasibility study contract to KWD, as their proposal is considered to provide the best overall value.

It is recommended that the awarded contract for three (3) test wells to be complete that align with the approved budget proposal be in the amount not to exceed \$314,600, which provides a ~10% contingency on the total costs.

*Financial Implications*

Table 2 provides the current financial balance for the project consisting of the available approved budget and all project expenses.

Table 2

<b>Current Balance</b>	<b>Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources Project</b>
Total Available Budget	\$375,000
Total Project Costs including contingency and excluding taxes	\$314,600
<b>Balance</b>	<b>\$60,400</b>

*Timeline for next steps or estimated completion date*

Based on the preliminary contract schedule provided by KWD, it is expected that work will begin in July 2023, and complete by February 15, 2024.

*Communications Strategy*

SCRD staff are finalizing a communications plan for this project. At minimum, it will include the following:

- Posting a Notice of Work on the SCRD website and social media.
- Using the SCRD Bulletin Board in the Coast Reporter newspaper to notify the community that the work is being done.

**STRATEGIC PLAN AND RELATED POLICIES**

This project is in alignment with Strategic Focus Area 2 of the 2019-2023 Strategic Plan – Asset Stewardship and Climate Resiliency.

**CONCLUSION**

In accordance with the SCRD’s Purchasing Policy, RFP 2337004 was issued for the Water Supply Plan Feasibility Study Long-Term Ground Water Supply Sources Project. Four (4) compliant bids were received.

Staff recommend that the contract for the feasibility study be awarded to Kalwij Water Dynamics Inc. for the amount not to exceed \$314,600, which includes a ~10% contingency.

Reviewed by:			
Manager	X - S. Misiurak	Finance	X- A. Taylor
Acting GM	X – M. Brown	Legislative	
CAO	X - D. McKinley	Purchasing	X - V. Cropp

From: Karen Spicer [<mailto:ces@gol.com>]  
Sent: Sunday, June 25, 2023 4:26 PM  
To: SCRD General Inquiries <[info@scrd.ca](mailto:info@scrd.ca)>  
Cc: kelly backs <[kellybacks@rocketmail.com](mailto:kellybacks@rocketmail.com)>  
Subject: Request for Letter of Support

External Message

Dear SCRD Board,

The Roberts Creek Community Association is thrilled to have been specially invited to submit a full application to the second round of the Destination Development Fund (see <https://www2.gov.bc.ca/gov/content/tourism-immigration/tourism-resources/tourism-funding-programs/destination-development-fund>).

The "Roberts Creek Community Hall Infrastructure Project" that we are applying for involves the installation of a new septic system and water main at the Roberts Creek Community Hall, to be carried out in the fall of 2023. This is the last component of our major Hall renovation that we have undertaken over the past few years.

As part of our application, we are required to include a letter of support from local government. The letter must be dated and must directly reference the project and its tourism values (namely, fostering the distinct destination of the heritage-designated Roberts Creek Community Hall, strengthening the year-round visitor economy, increasing community vibrancy, and supporting sustainability with modern infrastructure). The RCCA is hoping that the SCRD could provide a letter. Applications are only open until July 7th at 1pm so time is of the essence.

As always, we are most grateful for your ongoing support of our community association.

Kind regards,

Karen  
Vice President  
RCCA

**SUNSHINE COAST REGIONAL DISTRICT**

**BYLAW NO. 1087.1**

**A bylaw to amend *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017* to extend the boundary**

WHEREAS the Board of the Sunshine Coast Regional District wishes to amend Bylaw No. 1087 to include District Lot 3921, Group 1, NWD Except first: Lot A (reference Plan 1507), secondly: Part in Plan BCP23871 and District Lot 3922, Group 1, NWD Except Part in Plan BCP23871 in the service area;

AND WHEREAS the Board has received a sufficient petition requesting inclusion in the service area for the Sakinaw Ridge Community Sewage Treatment System as per the requirements of the *Local Government Act*;

AND WHEREAS consent on behalf of the electors in the participating area has been given in writing by the Director for Electoral Area A – Egmont / Pender Harbour in accordance with section 349 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Sunshine Coast Regional District, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as *Sakinaw Ridge Community Sewage Treatment System Service Amendment Bylaw No. 1087.1, 2023*.
2. *Sakinaw Ridge Community Sewage Treatment System Service Establishing Bylaw No. 1087, 2017* is hereby amended as follows:
  - a) Delete Schedule "A" in its entirety and replace with the revised Schedule "A" attached hereto.

READ A FIRST TIME	this	22 <sup>nd</sup>	day of	June, 2023
READ A SECOND TIME	this	22 <sup>nd</sup>	day of	June, 2023
READ A THIRD TIME	this	22 <sup>nd</sup>	day of	June, 2023
ASSENTED TO BY SUFFICIENT PETITION	this	1 <sup>st</sup>	day of	June, 2023
ADOPTED	this	13 <sup>th</sup>	day of	July, 2023

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHAIR